

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Response to Credit Card Application

I hope this message finds you well. I am writing to respond to the credit card application I submitted on [Date of Application].

[Briefly mention the purpose of the letter, e.g., inquiry about application status or clarification regarding the application process.]

[Provide any necessary details or additional information that may assist in processing your application.]

Thank you for your attention to my request. I look forward to your prompt response.

Sincerely,

[Your Signature (if mailing)]

[Your Typed Name]