

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

Subject: Request for Credit Card Application Status Update

Dear [Credit Card Company Customer Service/Specific Contact Name],  
I hope this message finds you well. I am writing to inquire about the status of my recent credit card application submitted on [date of application].

My application details are as follows:

- Name: [Your Full Name]
- Application Reference Number: [Reference Number] (if applicable)
- Last four digits of Social Security Number: [Last Four Digits]

I would appreciate any updates regarding my application status and the anticipated timeline for a decision.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,  
[Your Name]