

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

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

Subject: Verification of Credit Card Application

Dear [Recipient Name],

I am writing to verify the details of my credit card application submitted on [date of application]. Below are the relevant details for your reference:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Social Security Number: [Last four digits of your SSN]
- Address: [Your Address]
- Contact Number: [Your Phone Number]
- Application Reference Number: [Your Application Reference Number]

I appreciate your attention to this matter and am looking forward to your confirmation.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]