

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Bank Name]  
[Department Name, if applicable]  
[Bank Address]  
[City, State, Zip Code]

Dear [Bank Representative's Name or "Customer Service Team"],

Subject: Request for Expedited Credit Card Application

I hope this letter finds you well. I am writing to formally request the expedited processing of my credit card application submitted on [insert application date]. My application reference number is [insert reference number, if available].

Due to [briefly explain reason for the request, e.g., an upcoming purchase, travel plans, etc.], I would greatly appreciate your assistance in speeding up the review process. I believe that having access to my credit card sooner would significantly help in this matter.

Please let me know if you require any additional information to facilitate this request. I look forward to your prompt response and thank you for your understanding and assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]