

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Credit Card Issuer's Name]
[Customer Service Department]
[Company Address]
[City, State, Zip Code]

Dear [Customer Service Manager's Name or "Customer Service Team"],
Subject: Follow-Up on Credit Card Application - [Your Application
Reference Number]

I hope this message finds you well. I am writing to follow up on my recent credit card application submitted on [Date of Application]. I would like to inquire about the current status of my application and if any additional information is required from my side to expedite the process.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]