

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

[Recipient's Name]
[Credit Card Issuer's Name]
[Issuer's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the status of my credit card application submitted on [Application Date]. My application reference number is [Application Reference Number].

I appreciate your assistance in providing an update regarding my application status at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,
[Your Name]