

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

Dear [Recipient Name],

Subject: Formal Request for Credit Card Application

I hope this letter finds you well. I am writing to formally request the application for a credit card with [Bank Name]. I have researched various credit card options and believe that your offerings align well with my financial goals.

I would like to apply for the [specific credit card name] due to its [mention any specific benefits, rewards, or features]. After reviewing the eligibility criteria, I am confident that I meet the requirements. Please let me know the necessary documentation and process to proceed with the application. I am eager to establish a positive banking relationship with [Bank Name].

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]