

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

Dear [Customer Service/Specific Name if known],
I hope this letter finds you well. I am writing to seek clarification regarding my recent credit card application submitted on [insert submission date].

Could you please provide the status of my application and any additional information required to expedite the process?

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]