

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

Branch Manager

JK Bank

[Branch Address]
[City, State, Zip Code]

Subject: Application for Credit Card

Dear [Branch Manager's Name],

I am writing to formally apply for a credit card with JK Bank. I have been a customer of your bank for [duration of your banking relationship] and have maintained a good banking history.

Please find the required documents attached to support my application:

1. Identity Proof (Aadhar/PAN Card)
2. Address Proof (Utility Bill/Bank Statement)
3. Income Proof (Salary Slip/Income Tax Return)

I kindly request you to consider my application and provide me with the credit card that suits my needs. If you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]