

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Bank's Name]
[Bank's Address]
[City, State, ZIP Code]

Dear [Manager's Name],

Subject: Application for Credit Card

I am writing to formally apply for a credit card with [Bank's Name]. I am interested in establishing a credit account to manage my expenses and improve my credit score.

I have maintained an account with your bank for [number of years] and have found your services to be exemplary. I believe that a credit card from [Bank's Name] will be beneficial for my financial planning.

Please find attached the necessary documents, including proof of income, identification, and any other required information as per your guidelines.

I appreciate your consideration of my application and look forward to a positive response.

Thank you for your time.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]