

[Your Company Name/Bank Name]
[Department Name]
[Street Address]
[City, State, Zip Code]
[Date]

[Applicant Name]
[Applicant Street Address]
[City, State, Zip Code]

Subject: Request for Additional Documentation - Credit Card Application #[Application Number]

Dear [Applicant Name],

Thank you for your recent application for the [Name of Credit Card]. We are currently reviewing your request.

To complete our assessment and move forward with your application, we require the following additional documentation:

- [Item 1: e.g., Proof of Income/Recent Pay Stubs]
- [Item 2: e.g., Government-issued Photo ID]
- [Item 3: e.g., Recent Utility Bill for Proof of Address]
- [Item 4: e.g., Business Tax Returns]

Please submit these documents by [Deadline Date] to ensure your application remains active. You may provide them through one of the following methods:

- **Online Portal:** [Link to secure upload site]
- **Email:** [Email Address]
- **Fax:** [Fax Number]
- **In-Person:** At any of our local branch offices.

If we do not receive the requested information by the date mentioned above, we will be unable to process your application further, and it will be closed.

If you have already provided this information or have any questions, please contact our customer service department at [Phone Number] between [Hours of Operation].

Sincerely,

[Sender Name/Signature]
[Job Title]
[Company Name]