

Date: [Date]

Application ID: [Application Number]

Subject: Conditional Approval of Your Credit Card Application

Dear [Applicant Name],

Thank you for choosing [Financial Institution Name]. We are pleased to inform you that your application for the [Credit Card Name] has been **conditionally approved**.

Final approval is subject to the verification of the following information and/or submission of the following documents:

- [Required Document 1, e.g., Recent Pay Stubs]
- [Required Document 2, e.g., Proof of Residency]
- [Required Document 3, e.g., Copy of Government ID]

Your estimated credit limit will be \$[Amount], pending final review.

Please provide the requested items by [Deadline Date] to complete your application. You can submit these documents via [Submission Method: Online Portal/Email/Fax].

If we do not receive the documents by the date mentioned above, your application will be withdrawn, and you may need to reapply.

If you have any questions, please contact our credit department at [Phone Number] or [Email Address].

Sincerely,

[Sender Name/Department]
[Financial Institution Name]