

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Verification of Information for Credit Card Application - [Application Reference Number]

Dear [Applicant Name],

Thank you for your recent application for the [Name of Credit Card].

To proceed with the processing of your application, we require additional verification of the information provided. Please provide the following documents or information:

- [Required Document 1, e.g., Proof of Income]
- [Required Document 2, e.g., Copy of Government Issued ID]
- [Required Document 3, e.g., Utility Bill for Proof of Residence]

Please submit these documents by [Deadline Date] via one of the following methods:

- Secure Online Portal: [Link]
- Email: [Email Address]
- Fax: [Fax Number]
- Mail: [Mailing Address]

If we do not receive the requested information by the date mentioned above, your application may be withdrawn or declined. Once the documents are received, we will continue the review process and notify you of our decision.

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

Sincerely,

[Sender Name/Department]

[Financial Institution Name]