

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Date]

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

Subject: Update Regarding Your Credit Card Application

Dear [Applicant Name],

Thank you for your interest in the [Name of Credit Card]. We have received your application and it is currently under review by our credit department.

At this time, no further action is required from you. We carefully evaluate each application based on several factors, including credit history and income verification. This process typically takes [Number] business days.

Once the review is complete, we will notify you of our decision via mail or email. If we require additional information to process your request, a representative will contact you directly.

You can check the status of your application at any time by visiting [Website URL] or by calling our customer service line at [Phone Number]. Reference your application ID: [Application ID Number].

Thank you for choosing [Your Company Name].

Sincerely,

[Sender Name/Department Name]
[Your Company Name]