

# Credit Card Renewal Request

Date: [Insert Date]

[Your Name] [Your Address] [City, State, ZIP Code] [Email Address] [Phone Number]

[Bank Name] [Bank Address] [City, State, ZIP Code]

Dear [Bank Manager's Name],

I am writing to formally request the renewal of my credit card account with [Bank Name]. My current credit card number is [Last four digits of your card].

The expiration date of my card is approaching on [Expiration Date], and I would like to ensure that I continue to have access to credit without interruption. I have been a loyal customer of [Bank Name] for [Duration of Account] and have always met my payment obligations on time.

Please let me know if there are any forms or additional information needed to process this renewal. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name] [Your Signature (if sending a hard copy)]