

Request for New Credit Card

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 issuance of a new credit card following the expiration of my previous card on [Expiration Date]. My account number is [Account Number].

As a loyal customer, I would appreciate your prompt assistance in processing my request. Please let me know if you require any further information or documentation from my side.

Thank you for your attention to this matter. I look forward to your swift reply.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]