

# **Application for Incorrect Income on Credit Card Application**

## **1. Application for Rectifying Income Error in Credit Card Application**

To,  
The Branch Manager,  
[Bank Name],  
[Bank Branch Address],

Subject: Application for Rectifying Income Error in Credit Card Application

Dear Sir/Madam,

I, [Your Full Name], holder of the savings account number [Your Account Number] in your esteemed bank, am writing this letter to bring to your attention an error that has occurred in my recent credit card application, specifically regarding my reported income.

During the process of filling out the application form, I inadvertently entered my monthly income as INR [Incorrect Income] instead of the actual figure which is INR [Correct Income]. I believe this was a genuine mistake and I apologize for any confusion it may have caused.

I humbly request you to kindly update the correct income in my credit card application form to prevent any future complications. The correct income figure is INR [Correct Income]. I am ready to provide any necessary documents, such as my recent salary slips or income tax return files, for your verification process.

I appreciate your understanding and prompt attention to this matter. I am hopeful that you will carry out the necessary rectification at the earliest possible. Please feel free to contact me at [Your Contact Number] or [Your Email Address] for any further information or clarification.

Thanking you for your time and consideration,

Yours faithfully,

[Your Full Name]

[Your Contact Number]

[Your Email Address]

[Today's Date]

## **2. Request for Re-evaluation of Credit Card Application Due to Incorrect Income Information**

To,

The Branch Manager,

[Bank Name],

[Branch Address],

[City, State, PIN]

Subject: Request for Re-evaluation of Credit Card Application Due to Incorrect Income Information

Dear Sir/Madam,

I, [Your Name], an account holder in your esteemed bank with the account number [Your Account Number], have recently applied for a credit card. However, I regret to bring to your attention that there seems to have been an error in my application submission. The income information provided in the application, unfortunately, is incorrect due to a clerical error.

The income stated in the application was [Incorrect Income Amount], while my actual annual income is [Correct Income Amount]. This was an unintentional error, and I apologize for any confusion it may have caused. I have realized this mistake upon reviewing my application and am writing this letter to request a re-evaluation of my credit card application based on the correct income information.

I am ready to provide any necessary documents, such as my recent pay slips or Income Tax Returns, to validate my actual income. It is essential to me that my credit card application be assessed accurately to avoid any future complications.

I sincerely hope that you will understand my situation and consider my request. I am thankful for your attention to this matter and look forward to your prompt response.

Yours faithfully,

[Your Name]

[Your Contact Details]

[Your Address]

### **3. Application to Amend Mistaken Income Details on Credit Card Application**

To,  
The Branch Manager,  
[Bank's Name],  
[Branch's Address],  
[City, State, Postal Code]

Subject: Application to Amend Mistaken Income Details on Credit Card Application

Respected Sir/Madam,

I, [Your Full Name], an account holder in your esteemed bank with the account number [Your Account Number], recently applied for a credit card through your branch. Regrettably, due to an oversight, some incorrect information has been provided concerning my annual income. I am penning down this application with the intention to correct the same.

In the submitted application, my annual income was mistakenly mentioned as [Incorrect Income] instead of the correct figure, [Correct Income]. I realized this mistake only after thoroughly reviewing the copy of the application form I retained. I understand that the details provided by me play a crucial role in determining the credit limit and other benefits of the card. Thus, I believe it is important to rectify this error promptly to ensure fair assessment and processing of my credit card application.

I kindly request you to update my income details in your records to [Correct Income]. I am ready to provide any necessary documents that may be required to validate the correct income. I apologize for any inconvenience caused due to this error and promise to be more careful in the future.

Thank you for understanding and considering my request. I look forward to your positive response at the earliest.

Yours sincerely,  
[Your Full Name]  
[Your Contact Number]  
[Your Email Address]  
[Date]

#### **4. Submission of Application for Correcting Misreported Income on Credit Card Form**

To,  
The Branch Manager,  
[Bank Name],  
[Branch Address],  
[City], [State] [Pincode]

Subject: Submission of Application for Correcting Misreported Income on Credit Card Form

Dear Sir/Madam,

I am writing this letter to bring your attention to an error that occurred while filling my income details on the credit card form. My name is [Your Full Name], a customer of your esteemed banking institution with Customer ID: [Customer ID].

Recently, I applied for a credit card and, unfortunately, a mistake happened in reporting my annual income. The figure stated in the form is incorrect and needs your immediate attention for rectification.

The incorrect annual income mentioned is Rs. [Incorrect Amount], whereas my actual annual income is Rs. [Correct Amount]. I regret the confusion caused by

this unintentional error and I am enclosing the necessary documents, including my recent salary slips and Income Tax Returns to support the correct income figure.

I kindly request you to amend the mentioned income in my credit card application form at your earliest convenience. I apologize for any inconvenience caused and appreciate your understanding and support in this matter.

Thank you for your attention to this matter. I am looking forward to your positive response.

Yours sincerely,  
[Your Full Name]  
[Your Contact Number]  
[Your Email ID]  
[Current Date]

## **5. Applying for Income Details Correction on Credit Card Application**

To,  
The Branch Manager,  
[Bank Name],  
[Branch Address],  
[City, State, Zip Code]

Subject: Application for Income Details Correction on Credit Card Application

Dear Sir/Madam,

I, [Your Full Name], an account holder with your esteemed bank, am writing this letter to bring to your attention an error that occurred in my recent credit card application. I had submitted my application form on [Date of Submission], and upon reviewing the details, I noticed an inadvertent error in the income details section.

In the application form, my annual income is erroneously mentioned as INR [Incorrect Amount], whereas my actual annual income is INR [Correct Amount].

This discrepancy was unintentional and may have occurred due to a typographical error.

Considering the importance of accurate income details for the processing of my credit card application, I kindly request you to rectify this error at the earliest. I am ready to provide any additional documents or evidence needed to confirm the correct income details, including my recent salary slips or Income Tax Return documents.

My account number is [Your Account Number] and the reference number for my credit card application is [Application Reference Number]. I apologize for any inconvenience caused due to this error and appreciate your understanding and prompt attention to this matter.

Thank you for your cooperation.

Yours sincerely,

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Contact Number]