

Request to Close Dormant Credit Account

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

[Recipient's Name]
[Bank/Institution Name]
[Bank Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the closure of my dormant credit account held with your institution, account number [Account Number]. As it has remained inactive for a significant period, I believe it is in my best interest to close this account.

Due to my current financial circumstances and the lack of usage of this account, I kindly ask you to process this request at your earliest convenience. If there are any forms or further information required on my part, please do not hesitate to let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]