

Request for Closure of Obsolete Credit Account

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank's Name]

[Bank's Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally request the closure of my credit account with the number [insert account number]. I have reviewed my financial records, and I no longer require this account as it has become obsolete for my current needs.

Please confirm the closure of my account at your earliest convenience and provide any necessary documentation regarding the closure. Should you require any further information to expedite this process, please do not hesitate to contact me at the number or email provided above.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]