

Inquiry Regarding Closing an Old Credit Account

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

Credit Card Company Name
Customer Service Department
Company Address
City, State, Zip Code

Dear Customer Service,

I hope this message finds you well. I am writing to inquire about the process of closing my old credit account with your institution. The details of the account are as follows:

Account Holder Name: [Your Name]
Account Number: [Your Account Number]

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]