

Letter of Intent to Close Credit Account

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

Credit Card Company Name
Billing Address
City, State, Zip Code

Dear Customer Service,

I am writing to formally request the closure of my non-active credit account with your institution. My account number is **[Your Account Number]**.

After reviewing my financial situation, I have decided that it is in my best interest to close this account. Please consider this letter as my official intent to close the account effective immediately.

I request that you confirm the account closure in writing and ensure that no further charges will be incurred.

Thank you for your assistance. If you require any further information, please contact me at the number or email provided above.

Sincerely,

[Your Name]