

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Contact Name],

I am writing to formally request the closure of my credit account with [Credit Card Company Name]. My account number is [Your Account Number]. Upon reviewing my financial situation, I have decided to close this account as it has been inactive for an extended period.

Please confirm the closure of my account and ensure that any remaining balance is settled. I would appreciate it if you could send me a written confirmation once the account has been closed.

Thank you for your attention to this matter. Should you require any further information, please feel free to contact me at the number or email provided above.

Sincerely,

[Your Name]