

Letter of Submission for Closing Credit Account

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank/Credit Card Company Name]

[Bank/Credit Card 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 your institution, account number [Your Account Number]. After careful consideration, I have determined that this account is no longer necessary for my financial needs.

Please confirm that my account will be closed effective immediately, and ensure that I receive any final statements reflecting a zero balance. I would appreciate your assistance in this matter and would like to thank you for your services thus far.

If you have any questions regarding this request, please feel free to contact me at the phone number or email address listed above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]