

# Letter to Close Joint Credit Account

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Credit Card Company Name]

[Credit Card Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request the closure of my joint credit account, numbered [Insert Account Number], which I hold with [Co-Account Holder's Name]. Due to a recent separation, we have mutually agreed to close this account.

Please ensure that no further transactions are made on this account and that any remaining balance is settled appropriately. I would appreciate a confirmation of account closure and any necessary documentation for my records.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]