

# Joint Credit Account Closure Notice

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Co-Account Holder's Name]  
[Co-Account Holder's Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Bank/Financial Institution Name]  
[Bank's Address]  
[City, State, Zip Code]

Dear [Bank/Financial Institution Name],

We, [Your Name] and [Co-Account Holder's Name], are writing to formally request the closure of our joint credit account, account number [Account Number].

We have settled all outstanding balances and obligations associated with this account, and we kindly ask for written confirmation of the account closure at your earliest convenience.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]  
[Co-Account Holder's Name]