

Notification of Joint Credit Account Closure

Date: [Insert Date]

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

[Bank/Credit Card Company Name]
[Bank Address]
[City, State, Zip Code]

Dear [Bank/Credit Card Company],

I am writing to formally notify you of the closure of the joint credit account held under the names [Your Name] and [Co-Account Holder's Name], with account number [Account Number].

We have jointly decided to close this account as of [Effective Closure Date]. Please ensure that no further transactions are processed after this date, and confirm that the final balance, if any, will be settled accordingly.

We appreciate your assistance in this matter. Please send us written confirmation of the account closure at your earliest convenience. If you have any questions, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

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