

Letter to Cease Operations of Secured Credit Card Account

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

Credit Card Issuer Name
Issuer Address
City, State, ZIP Code

Dear [Credit Card Issuer's Name],

I am writing to formally request the closure of my secured credit card account with the account number [Your Account Number].

Due to [reason for ceasing operations, e.g., financial reasons, personal circumstances], I have decided to cease the operations of this account. I kindly ask you to process this request at your earliest convenience and confirm the closure of my account.

Furthermore, I would appreciate written confirmation of the account closure and details regarding the final disposition of my security deposit.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]