

Letter to Close Secured Credit Card Account

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Bank's Name]

[Bank's Address]

[City, State, ZIP Code]

Dear [Customer Service Team/Specific Contact Name],

I am writing to formally request the closure of my secured credit card account with the account number [Insert Account Number]. After careful consideration, I have decided to discontinue this account.

Please ensure that my account balance is settled, and any remaining funds from my collateral are returned to me. I would appreciate a written confirmation of the account closure once it has been processed.

Thank you for your attention to this matter. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]