

# Notice of Account Closure

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]

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

Dear [Your Name],

We are writing to inform you of our final decision regarding your secured credit card account ending in [last four digits]. After careful review and consideration, we have decided to close your account as of [closure date].

Reasons for Closure:

- [Reason 1]
- [Reason 2]
- [Reason 3]

Any remaining balance on your account will need to be settled by [final payment date]. Please ensure that your payment is made to avoid any additional fees.

If you have any questions or require further clarification, please do not hesitate to contact our customer service department at [contact number] or [email address].

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Position]  
[Credit Card Company Name]