

Letter for Closure of Secured Credit Card Account

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

[Bank's Name]
[Bank's Address]
[City, State, ZIP Code]

Dear [Customer Service Department/Specific Contact Person],

I am writing to formally request the closure of my secured credit card account with your institution. My account number is [Account Number]. After careful consideration, I have decided to close this account for personal reasons.

Please let me know if there are any outstanding balances that need to be settled before the account can be closed. I would appreciate written confirmation once the account has been successfully closed.

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

Sincerely,
[Your Name]