

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Credit Card Issuer Name

Issuer Address

City, State, Zip Code

Subject: Intent to Terminate Secured Credit Card Account

Dear [Credit Card Issuer's Customer Service Team],

I am writing to formally notify you of my intent to terminate my secured credit card account with the account number [Your Account Number]. Please treat this letter as my official request for account closure.

I request that you close my account effective immediately. I would also appreciate a confirmation of the account closure and any remaining balance details at your earliest convenience.

Thank you for the services provided during the tenure of this account. Should you require any further information to process this request, please feel free to reach out to me at the phone number or email address listed above.

Sincerely,

[Your Name]