

# Notification of Secured Credit Card Account Closure

Date: [Insert Date]

Account Holder: [Insert Account Holder's Name]

Account Number: [Insert Account Number]

Dear [Account Holder's Name],

We are writing to inform you that your secured credit card account with us, associated with the account number mentioned above, is being closed effective immediately. This decision is due to [insert reason for closure, e.g., lack of usage, request from account holder, etc.].

As a reminder, please ensure that any outstanding balances are settled promptly to avoid any negative impact on your credit report. If you have any remaining funds in your secured deposit account, they will be returned to you after processing any final transactions.

If you have any questions or require further assistance, please feel free to contact our customer service at [insert customer service phone number] or [insert customer service email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]