

Hardware Store Points Card Cancellation

Date: [Insert Date]

To:

[Hardware Store Name]

[Store Address]

[City, State, Zip Code]

Dear [Store Manager's Name],

I am writing to formally request the cancellation of my hardware store points card associated with account number [Your Account Number]. I have decided to discontinue my use of the points card for personal reasons.

Please process my cancellation request and confirm the same at your earliest convenience. I would appreciate any information regarding any remaining points or balances associated with my account.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]