

# Account Closure Request

Date: [Insert Date]

To,  
Customer Service Department  
[Bank Name]  
[Bank Address]  
[City, State, Zip Code]

Subject: Request for Closure of Credit Card Account

Dear Sir/Madam,

I am writing to formally request the closure of my credit card account with your bank. Below are my account details:

Account Holder Name: [Your Name]  
Account Number: [Your Account Number]

I request you to initiate the closure process effective immediately. Please ensure that no further charges are applied to the account, and notify me once the account has been officially closed.

Thank you for your prompt attention to this matter. If you need any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

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