

Credit Card Cancellation and Account Closure Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request the cancellation of my credit card and the closure of my associated account. My credit card account number is [Your Credit Card Number].

Due to [reason for cancellation, e.g., personal financial reasons, dissatisfaction with the service, etc.], I have decided to close my account. Please ensure that any outstanding balances are settled and that my account is closed effective immediately.

You may reach me at [Your Phone Number] or [Your Email Address] if you require any further information or clarification regarding this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]