

Credit Card Cancellation and Dispute Resolution Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Credit Card Cancellation and Dispute Resolution

Dear Customer Service Team,

I am writing to formally request the cancellation of my credit card account numbered [Last Four Digits of Card]. I have decided to terminate my relationship with your bank for personal reasons.

Additionally, I would like to dispute a transaction that occurred on [Date of Transaction]. The details of the disputed transaction are as follows:

- Transaction Amount: [Amount]
- Merchant Name: [Merchant]
- Reason for Dispute: [Reason]

Please investigate this matter and provide me with the outcome at your earliest convenience. I request that all correspondence regarding this dispute be documented and sent to my address listed above.

Thank you for your attention to this matter. I look forward to your prompt response regarding the cancellation of my credit card and the resolution of my dispute.

Sincerely,

[Your Name]