

# Credit Card Cancellation Request

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear Customer Service,

I am writing to formally request the cancellation of my credit card account due to financial reasons. The details of my account are as follows:

Cardholder Name: [Your Name]  
Account Number: [Last Four Digits of Card Number]

After careful consideration, I have decided that it is in my best interest to cancel this account. Please confirm the cancellation and any final steps I need to take. I request that you send me a written confirmation of the account closure at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]