

Request for Credit Card Cancellation Confirmation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to request confirmation of the cancellation of my credit card account with your institution. My account details are as follows:

Account Holder Name: [Your Name]

Credit Card Number: [Last four digits of the card]

Account Number: [Your Account Number]

I initiated the cancellation process on [Date of Cancellation Request] and would like to ensure that my request has been processed successfully. Please send me a confirmation of the cancellation at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]