

# Urgent Credit Card Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Urgent Cancellation of Credit Card

Dear Customer Service Team,

I am writing to request the immediate cancellation of my credit card with the account number ending in [last four digits of your card number]. Due to [brief reason for urgency, e.g., loss, suspected fraud], I believe it is essential to cancel this card urgently to prevent any unauthorized transactions.

Please confirm the cancellation at your earliest convenience and inform me of any further actions necessary on my part. I appreciate your prompt attention to this matter.

Thank you for your understanding.

Sincerely,

[Your Name]