

# Credit Card Cancellation Request

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

Customer Service  
[Credit Card Issuer's Name]  
[Credit Card Issuer's Address]  
City, State, Zip Code

Dear Customer Service,

I am writing to request the cancellation of my credit card account with your institution. My account number is [Your Credit Card Number].

Due to personal reasons, I have decided to discontinue my use of this credit card. I would appreciate it if you could confirm the cancellation of my account and provide any final statements necessary.

Thank you for your prompt attention to this matter. Please let me know if you require any further information from my end.

Sincerely,  
[Your Name]