

Line of Credit Account Discontinuation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally request the discontinuation of my line of credit account with account number [Insert Account Number]. After careful consideration, I have decided to close this account effective immediately.

Please acknowledge the cancellation of my account and confirm that no further charges or fees will be incurred. I would also appreciate a final statement of my account balance for my records.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Information]