

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient's Name

Company Name

Company Address

City, State, Zip Code

Subject: Request for Line of Credit Cancellation

Dear [Recipient's Name],

I am writing to formally request the cancellation of my line of credit account with [Company Name], account number [Account Number]. After careful consideration, I have decided that I no longer wish to maintain this line of credit.

Please process this cancellation effective immediately and confirm via email when it has been completed. I request that you provide a written confirmation of the cancellation and that no further transactions are permitted on this account.

Thank you for your prompt attention to this matter. Should you need any further information, please feel free to contact me at the provided phone number or email address.

Sincerely,

[Your Name]