

Letter for Credit Card Account Closure

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Request for Closure of Credit Card Account [Account Number]

Dear [Bank Manager's Name],

I am writing to formally request the closure of my credit card account with the account number [Account Number]. I would like to clarify that I wish to settle any outstanding balance associated with this account prior to its closure.

As of today, the total balance on my account is [Insert Balance Amount]. I kindly request you to provide me with the total amount including any applicable fees and the final payment details. Upon receiving that information, I will ensure that the balance is settled promptly.

Please confirm once my account is closed, and any remaining balance has been settled. I appreciate your assistance in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]