

Credit Card Account Shutdown Request

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Dear Customer Service,

I am writing to formally request the shutdown of my credit card account with the account number [Your Account Number]. I have decided to close this account for personal financial reasons.

Please confirm the closure of my account and ensure that no further charges or fees will be applied. I would appreciate a written confirmation once the account has been successfully closed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]