

To: [Credit Card Company Name]

Subject: Request for Credit Card Account Closure

Dear [Customer Service Team/Specific Name],

I hope this message finds you well. I am writing to formally request the closure of my credit card account with the account number [Your Account Number].

Please process my request at your earliest convenience and confirm the closure of my account. If there are any remaining balances or final procedures I need to complete, kindly inform me.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]