

Credit Card Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request the cancellation of my credit card with the following details:

- Cardholder Name: [Your Name]
- Card Number: **** * [Last Four Digits]
- Account Number: [Account Number]

Please process this cancellation effective immediately. I would appreciate a confirmation once my request has been completed.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]