

Dear [Customer Service Team/Manager's Name],

I hope this message finds you well. I am writing to inquire about the process for closing my credit card account with [Bank/Company Name]. My account number is [Your Account Number].

I would appreciate your guidance on the necessary steps and any potential implications regarding my credit score or outstanding balances. Please let me know if there are any forms or additional information needed from my side.

Thank you very much for your assistance. I look forward to your prompt response.

Sincerely,

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]