

# Request for Termination of Credit Card Account

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Bank's Name]  
[Bank's Address]  
[City, State, Zip Code]

Subject: Request for Termination of Credit Card Account [Your Account Number]

Dear [Bank's Name],

I am writing to formally request the termination of my credit card account with your institution. My account number is [Your Account Number].

After careful consideration, I have decided to close this account effective immediately. Please confirm the cancellation and ensure that no further charges are made against my account. Additionally, I would appreciate written confirmation of the account termination.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]