

Credit Card Cancellation Confirmation

Dear [Cardholder's Name],

We are writing to confirm the cancellation of your credit card account with us. Your credit card number ending in [last four digits] has been canceled effective [cancellation date].

Please note the following important information:

- Your account balance must be settled by [balance settlement date].
- All recurring payments linked to this card will be halted.
- You may need to destroy your physical card for security purposes.

If you have any questions or need assistance, please contact our customer service at [customer service number].

Thank you for being a valued customer.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]