

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

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

Cardholder Name: [Your Name]

Credit Card Number: [Last Four Digits]

Account Number: [Your Account Number]

Please consider this letter as formal confirmation of my request to cancel the aforementioned credit card. I would appreciate a written confirmation of the cancellation at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]