

Cancellation Notice for Secured Credit Card

Date: [Insert Date]

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Credit Card Issuer: [Credit Card Issuer Name]

Address: [Credit Card Issuer Address]

Dear [Credit Card Issuer Name],

I am writing to formally request the cancellation of my secured credit card account with the account number listed above. Due to [reason for cancellation - e.g., financial changes, lack of use, etc.], I have decided to close this account.

Please consider this letter as my official notice of cancellation. I kindly ask you to confirm the closure of my account and provide me with any final statements regarding outstanding balances or fees if applicable.

Thank you for your assistance. I look forward to your prompt confirmation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Address]

[Your Phone Number]

[Your Email Address]