

Credit Card Closure Request Following Balance Transfer

Date: _____

To,

Customer Service Team

[Bank Name]

[Bank Address]

Dear Sir/Madam,

I am writing to formally request the closure of my credit card account with the number ending in **** [last four digits of the credit card].

As of [date of balance transfer], I have successfully completed a balance transfer to another financial institution, and I would like to proceed with closing this account.

Please confirm that my account has been closed and that no further charges will appear on my statement. Also, please send me a confirmation letter regarding the closure for my records.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Number]

[Your Email Address]