

Credit Card Termination Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Contact Name],

I am writing to formally request the termination of my credit card account, with the account number ending in [XXXX]. Due to low usage and my current financial situation, I believe that closing this account is the appropriate decision.

Please confirm the closure of my account at your earliest convenience, and ensure that there are no further charges applied to it. I would appreciate receiving a confirmation letter stating that my account has been closed and that I have no outstanding balance.

Thank you for your attention to this matter. If you require any additional information, please do not hesitate to contact me.

Sincerely,

[Your Name]