Account Closure Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank's Name]

[Bank's Address]

[City, State, Zip Code]

Dear [Bank's Name] Customer Service,

I am writing to formally notify you of my decision to close my credit card account with your institution, effective immediately. My account number is [Insert Account Number].

Please send me a confirmation of the account closure and a final statement indicating that my account has been closed with a zero balance.

Thank you for your assistance throughout my time as a customer.

Sincerely,

[Your Name]