

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Credit Card Issuer's Name]

[Credit Card Issuer's Address]

[City, State, Zip Code]

Subject: Request to Close Credit Card Account

Dear [Credit Card Issuer's Name],

I hope this message finds you well. I am writing to formally request the closure of my credit card account with the account number [Your Account Number] for personal reasons. After careful consideration, I have decided that closing this account is necessary for my financial management.

Please ensure that there are no remaining balances on the account when it is closed. Additionally, I would appreciate a written confirmation once my account has been closed.

Thank you for your prompt attention to this matter. If you need any further information from my side, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]