

Request to Close Joint Credit Card Account

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Credit Card Company Name]

[Customer Service Department]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request the closure of our joint credit card account with the account number [Account Number]. The account is held under the names [Your Name] and [Co-Account Holder's Name].

Due to [reason for closure, e.g., personal financial decisions, separation, etc.], we have mutually decided to close this account. Please ensure that no further transactions can occur on this account and confirm the closure of the account in writing.

If there are any outstanding balances, please let us know so that they can be settled before the account is officially closed.

Thank you for your attention to this matter. We look forward to your prompt confirmation of our request.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]

[Co-Account Holder's Printed Name]