

Request for Immediate Credit Card Account Closure

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Credit Card Issuer Name]

[Issuer Address]

Dear Customer Service,

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

Due to [brief reason if you wish to include, e.g., financial reasons, personal preference], I have decided to close this account. I would appreciate it if you could process this request promptly and confirm once my account has been closed.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]