

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Customer Service

[Credit Card Issuer's Name]  
[Issuer's Address]  
[City, State, Zip Code]

Subject: Request for Credit Card Closure

Account Number: [Your Credit Card Account Number]

Dear Customer Service,

I hope this letter finds you well. I am writing to formally request the closure of my credit card account with the account number mentioned above.

Please process this request as soon as possible and confirm the account closure in writing. Additionally, I would appreciate receiving a final statement reflecting a zero balance.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]