

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

Customer Service  
FNB Credit Card Division  
[Bank Address]  
[City, State, Zip Code]

Subject: Credit Card Cancellation Request

Dear Customer Service,

I hope this message finds you well.

I am writing to formally request the cancellation of my FNB credit card account, with the account number [Your Account Number].

Please consider this letter as my official request for the cancellation of the card. I would appreciate it if you could confirm the cancellation in writing and inform me of any final steps needed on my part.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]