

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

FNB Customer Service

[Bank Address]
[City, State, Zip Code]

Subject: Request for Credit Card Account Closure

Dear FNB Customer Service,

I hope this message finds you well.

I am writing to formally request the closure of my FNB credit card account associated with the following details:

- Account Holder Name: [Your Name]
- Credit Card Number: [Last Four Digits of Credit Card]
- Account Number: [Your Account Number]

Please confirm that my request for account closure will be processed, and inform me if there are any final payments or actions required on my part.

I appreciate your assistance in this matter.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]