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_____
_____
Email: _____
Phone Number: _____
Account Number: _____

Date: _____

_____
_____

RE: **Request to Cancel Credit Card**

To whom it may concern:

My name is _____ and I currently have a valid credit card with your company. My account number is listed above, it is as follows: _____.

This letter is an official notice that I would like to have my credit card account with your company completely canceled, effective immediately.

The balance on my credit is zero and therefore, I have nothing to pay down before cancellation.

Please issue me a written confirmation that the account has been closed. In the written confirmation, I would also like an affirmative statement that all credit card bureaus have been notified that this card was closed at my request.

Thank you for your prompt attention to this matter.

Sincerely,

_____