

# CREDIT CARD CANCELLATION LETTER

John Smith  
123 Main Street  
Anytown, CA 12345  
john.smith@email.com  
(555) 123-4567  
September 15, 2023

ABC Bank  
Credit Card Services  
456 Financial Avenue  
Metropolis, CA 67890

I am writing to formally request the cancellation and closure of my credit card account with ABC Bank. The details of my account are as follows:

- Full Name: John Smith
- Account Number: 1234567890
- Card Number: 1234-5678-9876-5432
- Date of Birth: January 1, 1980

I have been a loyal customer of ABC Bank for five years, and I have appreciated the services provided during this time. However, due to recent changes in my financial situation and personal preferences, I have decided that it is in my best interest to close this credit card account.

Please take note of the following important points:

1. I request the closure of my credit card account effective October 15, 2023, to allow for any pending transactions and ensure a zero balance.
2. I will ensure that my outstanding balance is paid in full before the closure date. If there are any pending charges or transactions, please inform me promptly so that I can settle them.
3. I kindly request written confirmation of the account closure, including a zero balance statement, to be sent to my address at 123 Main Street, Anytown, CA 12345, after the closure has been processed.
4. Please cease all further transactions on this account immediately and disable the credit card for security purposes.
5. If there are any additional steps or requirements necessary for the account closure, please inform me at your earliest convenience.

I would like to express my gratitude for the support and services I have received from ABC Bank during my time as a cardholder. Your assistance in processing this cancellation request promptly and efficiently would be greatly appreciated.

If you have any questions or need further information from me to facilitate this process, please do not hesitate to contact me at (555) 123-4567 or john.smith@email.com.

Thank you for your prompt attention to this matter. I look forward to receiving confirmation of the account closure.

Sincerely,

[Your Signature - if sending a physical letter]

John Smith