

# Formal Credit Card Cancellation Letter

Subject: Request for Credit Card Cancellation

Dear [Bank Name] Customer Service,

I am writing to formally request the cancellation of my credit card with account number [Account Number]. Please process this request at the earliest and confirm the closure of the account.

I request you to settle any remaining balance and stop all future charges. Kindly send me written confirmation once the account has been successfully closed.

Thank you for your assistance.

Sincerely,

[Your Name]

[Contact Information]

**Get more templates here:**

<https://www.lettersandtemplates.com/letters/credit-card-cancellation-letter>