To

[The Recipient Name]  
[Company Name]  
[Address]

Respected [NAME],

This letter is my formal announcement that I am withdrawing my credit card account with your company [MENTION NAME] active instantaneously. Please close the subsequent account in my name:

Name on Card: [Name Here]  
Account Number: [Enter Account Number]

I must close my account on the urgent basis due to some unforeseen reasons. Kindly send me confirmation in black and white that my account has been secured. I would also like to approve that you have informed all apt credit card agencies that this account has been padlocked on the demand of the cardholder.

You can straight contact me via email or phone at the mentioned address and contact number if any differences are seen amid my histories and yours.

Thank you for your rapid consideration in this problem.

[Your Name]  
[Address]

[ACCOUNT NUMBER]

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_