



Letter to cancel a credit card account

Form letter for closing a credit card account

Use this form letter to simplify the process of writing to a credit card company, or just to get you started. The second letter can be used to verify cancellation of a card that's been lost or stolen.

Personalize the letters by entering your specifics in the **areas in red**. You can print out this Web page and make your changes by hand or copy the body of the letter and paste it into a document where you can make your changes on your PC.

If you prefer to see a .pdf version of the letter, [click here pdf version](#). Or you can get it in .txt format by [clicking here text version](#). (Copy the body of the letter and paste it into a document where you can make your changes on your PC.)

Letter for changing personal information

Date

Customer Service
Credit Card Company Name
Company's Address
City, State and ZIP Code

Re: Closing account on **card name** account **number**

Dear Sir or Madam:

This letter is my official notice that I will be closing my account **number** by the end of the month with **name of credit card company**.

I paid the account's balance on **date**. I have received confirmation from my bank that this payment was received on **posting date**. **If you have a copy of the canceled check or some other verification that your payment to the account was made, mention that here: I am enclosing a copy of my canceled check to confirm that you did receive my payment.** I also am enclosing my destroyed credit card.

To my knowledge, all my fiscal responsibilities with this credit card account have been fulfilled. Therefore, please close my account and include a notation in the report to the credit bureaus that the account was "closed by request of cardholder."

Once this is done, please send me written confirmation of the closure of my account, in good standing and at my request.

If there are any discrepancies between my records and yours, please contact me by mail at the address below or by phone at **telephone number**.

Thank you for your prompt attention to this matter.

Sincerely,

Your Signature

Your Typed Name

Address

City, State and ZIP Code

Enclosures: destroyed credit card
verification of final account payment

.....
Date

Customer Service

Credit Card Company Name

Company's Address

City, State and ZIP Code

Re: Closing account of **lost or stolen card name** account **number**

Dear Sir or Madam:

This letter is a follow-up to my telephone cancellation of my account **number** with **name of credit card company**.

On **date**, I spoke with **name of card company representative** to report that my credit card was **lost or stolen**. At that time, I told **Mr. or Ms. card representative** that I wanted this account canceled, a new card issued and the balance from my old account transferred to my new replacement card account.

The last charge I made or authorized on this account was at **name of retailer** on **date** in the amount of **dollar amount**. Any charges subsequent to this transaction were made illegally with my **lost or stolen card** and should not be honored or transferred to my new card account.

I appreciate your prompt attention to my request. I look forward to receiving my new **company name** credit card and to continuing to do business with your company.

If you have any questions about my requests or the circumstances surrounding my **lost or stolen card**, please contact me by mail at the address below or by phone at **telephone number**.

Sincerely,

Your Signature

Your Typed Name

Address

City, State and ZIP Code

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