

Date

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

Re: Transferring balance of **card name** account **number** and closing the account

Dear Sir or Madam:

This letter is my formal request transfer the outstanding balance of **dollar amount** on my **card name** account to my following new account:

- Account issued to: **Your name**
- Account type: **MasterCard, Visa, etc.**
- Account number: **New card number**
- Expiration date: **Date**
- Issuing company: **New card issuer**

Once the transfer of my outstanding balance to **new credit card company** is complete, please close my account with your company and notify me by mail at the address below that this action has been taken.

In addition, please include on my credit report that the account was closed at my own request and that the account was in good standing at the time it was closed.

If you called your old credit card company earlier for guidance on closing the account, refer to that conversation now. For example: On May 1, 2003, I called your customer service office to discuss closure of my account. I spoke with service representative Jane Smith about the terms of closing this account and she told me that I would not be charged any transfer fees, there would be no fee for closing the account and that you would notify me when the account was closed. Per my conversation with Ms. Smith, please confirm in writing when my account is closed and that it was done so according to the terms we discussed.

If you have any questions, you can reach me at the address below or can call me at **telephone number**.

Thank you for your prompt attention to this matter.

Best regards,  
**Your Signature**  
**Your Typed Name**  
**Address**  
**City, State and Zip Code**

cc: New credit card issuer