

[Your Name]
[Your Current Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Credit Card Company Name]
[Customer Service Department Address]
[City, State, Zip Code]

Subject: Request to Close Credit Card Account - Account Number ending in [Last 4 Digits]

Dear Customer Service Team,

I am writing to formally request the immediate closure of my credit card account ending in [Last 4 Digits].

The reason for this closure is my permanent international relocation to [New Country], effective as of [Date]. Due to this move, I will no longer require the use of this account.

Please note the following regarding this account:

- I have paid the balance in full and the current balance is \$0.00.
- I have cancelled all recurring automated payments associated with this card.
- I request that you report this account to the credit bureaus as "Closed at Consumer's Request."

Please send a written confirmation to my current address listed above, or via email to [Your Email Address], stating that the account has been closed and that the balance is zero.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]