

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

[Date]

[Credit Card Company Name]
[Attn: Customer Service / Cancellations]
[Address]
[City, State, Zip Code]

RE: Request to Close Credit Card Account ending in [Last 4 Digits of Card]

To Whom It May Concern,

Please accept this letter as a formal request to close my credit card account effective immediately. I am requesting this closure due to my dissatisfaction with the resolution of a recent transaction dispute (Claim Number: [Enter Number if applicable]).

I feel that the dispute process was handled poorly and that my concerns as a customer were not adequately addressed. As a result, I no longer wish to maintain a relationship with your institution.

Please provide written confirmation that this account has been closed and that the balance is zero. I also request that you report to the credit bureaus that this account was closed at the consumer's request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]