

[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email Address]
[Date]

[Manager Name or Department Name]
[Bank Name]
[Bank Branch Address]

Subject: Request to Close Multiple Credit Facility Accounts

Dear [Manager Name/Customer Service Team],

I am writing to formally request the closure of the following credit facility accounts held at your bank under my name, effective immediately:

- **Account Type:** [e.g., Credit Card] | **Account Number:** [Number 1]
- **Account Type:** [e.g., Personal Line of Credit] | **Account Number:** [Number 2]
- **Account Type:** [e.g., Overdraft Facility] | **Account Number:** [Number 3]

I confirm that all outstanding balances for these accounts have been paid in full. Please cancel any associated standing orders, direct debits, or recurring payments linked to these specific facilities.

I request that you issue a formal written confirmation for each account, stating that the accounts are closed and that there are no further liabilities or outstanding balances due. Please also ensure that the relevant credit bureaus are notified of these closures.

Please send the closure confirmation letters to my address listed above.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]
[Your Printed Name]