

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

[Bank Name]
[Account Services Department]
[Bank Address]
[City, State, Zip Code]

**RE: Formal Account Closure - Compromised Credit Card
Account Number ending in: [Last 4 Digits of Card Number]**

To Whom It May Concern,

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

I am requesting this closure because the account has been compromised due to [unauthorized activity / identity theft / lost or stolen card]. I have previously reported the fraudulent transactions on [Date Reported] to your customer service department.

Please ensure that this account is marked as "Closed at Consumer's Request" for credit reporting purposes. I also request a final written confirmation sent to my address above stating that the account is closed and has a zero balance.

Please stop all future recurring payments or automated debits associated with this account immediately. I have destroyed the physical card associated with this account.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]