

[Your Name  
[Your Address]  
[City, State ZIP Code  
[Date]

The Manager  
[Bank Name]  
[Branch Address]

**Subject: Request to Cancel Credit Card**

Dear Sir/Madam,

I am writing to formally request the cancellation of my credit card associated with account number ending in XXXX. I have cleared the outstanding balance and no further transactions are pending.

Please close the account effective immediately and confirm the closure in writing. Kindly ensure that my credit history reflects that this card was closed at my request and in good standing.

Thank you for your prompt attention to this matter.