**Request Letter Format to Bank to Cancel Credit Card**

From:

Richard Brown

54, Robin Street

New York

Date: 09.09.22

To,

The Bank Manager

New Finance Bank

New York

54, Robin Street

New York

Sub: Request for cancelling credit card no. 4589 5623 4512.

Dear Sir/Madam,

I maintain a credit card account with your bank which I have not been using since long. Therefore, I wish to cancel this credit card and that’s the reason I am writing this letter to confirm the cancellation of the card at the earliest. Here are the details of my card:

Account Number: 9865986598

Credit Card Number: 4589 5623 4512

I would like to mention that all the payments and dues are settled with this card. I have also attached with this letter the copy of the last payment made. Based on the conversation with one of your executives over phone, I am attaching with this letter all the documents that are required for commencing the process.

The reason for cancelling this credit card is that I had opted for this card because of the various offers the card offered. Not only the offers on the cards have shrunk big time but the card also attracts an annual maintenance fee. There are various other cards in the market that are much better in offers and do not have any card charges.

I would request you to kindly process my request and share a written statement for the cancellation of the card.

Thanking in anticipation.

Sincerely,

Richard Brown

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