

## Letter to Cancel Credit Account

**This package contains:**

1. Instructions & Checklist for Letter to Cancel Credit Account
2. Credit Account Cancellation Letter

## Instructions & Checklist for Letter to Cancel Credit Account

- This package contains (1) Instructions & Checklist for a Letter to Cancel a Credit Account; and (2) Credit Account Cancellation Letter;
- This form is designed to assist you in drafting a letter for when you would like to cancel a credit account.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

November 9, 2010

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Ref: [Account Number]

Dear [Name of Recipient]:

I am writing in regards to the above referenced credit account.

Although I have appreciated the opportunity to do business with your company, I ask that you cancel my account immediately. When you report this activity to the credit bureaus, please be sure to indicate that this account was "closed at customer's request."

In addition, please send me written confirmation that my account has indeed been cancelled. I expect this confirmation to arrive within 30 days.

Thank you, in advance, for your prompt attention to this matter.

Sincerely,

[Your Name]