

[Sender Full Name]  
[Full Postal Address]  
[City, State, ZIP Code]  
[Mobile Number]  
[Email Address]

Date: [DD/MM/YYYY]

To,  
[Bank / Credit Card Issuer Name]  
[Branch / Department Name]  
[Bank Address]

**Subject: Request for Credit Card Cancellation**

Dear Sir/Madam,

I am writing to formally request the cancellation and closure of my [Card Type] credit card ending with the last four digits [XXXX].

I confirm that all outstanding dues on this card have been cleared in full. There are no pending EMIs, recurring payments, or unauthorized transactions linked to this account as of the date of this letter.

I request you to process this cancellation immediately and provide me with a written confirmation or an No Objection Certificate (NOC) stating that the card has been cancelled, the account is closed, and there is a zero outstanding balance.

Please be informed that the physical credit card has been destroyed as per the bank's security guidelines / will be returned to the branch as per the bank's policy.

Thank you for your cooperation.

Yours sincerely,

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[Printed Name]  
Credit Card Number: XXXX-XXXX-XXXX-[1234]  
Account Number: [Optional Field]