

Quick Credit Card Balance Confirmation Email

Subject: Credit Card Account Closure and Zero Balance Confirmation

Dear Customer Service Team,

I am writing to confirm the closure of my credit card account and request a written confirmation of the zero outstanding balance.

Credit Card Details:

- Cardholder Name: [Full Name]
- Credit Card Number: [Last 4 digits only - XXXX]
- Account Closure Date: [DD/MM/YYYY]
- Final Statement Balance: [Amount]
- Payment Reference: [Payment confirmation number]

I have settled all outstanding dues including any interest charges, late fees, and annual charges.

Please confirm that:

- The account is permanently closed
- The outstanding balance is zero
- No further charges will be applied
- The account closure has been reported to credit bureaus

Please send the confirmation letter to my registered address or email. This documentation is required for my personal financial records.

I appreciate your prompt response to this request.

Best regards,

[Your Name]

[Contact Information]

[Date]

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