

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Name	Date	Return address:
Address Line		Company
City, State Zip Code		Address Line 1
		Address Line 2
		City, State Zip Code

Re: Cancellation of Credit Card Account

Dear :

Your credit card account has been closed due to inactivity.

Please contact us regarding this closure.

Sincerely,

N A M E