

Cancellation Letter

From

Sender's Name

Sender's Address

Date

Receiver's Name

Receiver's Address

Subject:

Dear Sir/Madam,

Subject - Cancellation of your credit card xxx-xxxx-xxxx
Write down the action and details in the first paragraph.
Mention the reason for the action in the second paragraph.
Any alternative and implications can be mentioned in the
third paragraph.

Thank you.

Yours truly,

Branch manager