

Free Sample Letter for Closing Inactive Credit Accounts With Zero Balance

Today's Date

Your Name
Home Address
Phone Number

Attention: {Creditor's Name}
Creditor's Address
RE: Account #: {your account number here}

Dear Accounting Department {or Creditor's Name if you have it}

Please close the above referenced account effective immediately. I spoke with {insert name} on {insert date} at {insert time}, and {he/she} assured me that the "payoff balance" would be no more than \$ {insert dollar/cents amount}. I've enclosed a check for that exact amount.

Or alternatively... Please close the above referenced account effective immediately. My records indicate the account has a zero balance.

Please send me written confirmation that this account has a zero balance and the date the account was closed . Also, include proof that you've complied with section 623(a)(4) of the Fair Credit Reporting Act by reporting this account as "closed by consumer" to the national credit bureaus.

Thank you for your cooperation. If you have any questions concerning this matter I can be reached at (insert daytime phone number and area code)

Sincerely,

Signature just above printed name
Your Printed Name