Chris Wathey

Burton Street

Nottingham, NG2 4BU

August 5, 2010

Mr. Tim Hall

Customer Service  
Universal Creditors

Oxford Building

Nottingham, NG6 2RD

Dear Sir,

Warm greetings!

I wish to cancel my credit card account with your company within thirty days after receipt of this letter.  Kindly let this letter serve as a notice for your company to close my credit card account.  Your service has been good but I have decided to close the account due to personal reasons.  Please close the following account as soon as possible:

Credit Card Company: \_\_\_\_\_\_\_\_\_\_\_\_  
Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send me a written acknowledgment and confirmation that your company has closed my account.  In addition, also confirm that all the appropriate credit card bureaus have been informed that this credit card account was closed at my request.

Thank you for your time.  I look forward to your immediate response to this matter.

Respectfully yours,

Mr. Chris Wathey