

Notice to Terminate Joint Account

Date: _____

[name and address of creditor]

Names on account: _____

Account number: _____

To Whom It May Concern:

With this letter, I am requesting that you close the account referenced above, effective immediately.

I am requesting a "hard close" of the account so that neither party to the account may incur new charges. If you do not hard close the account, please be informed that as of the date of this letter, I will not be responsible for any new charges made to this account.

If my account has an outstanding balance, you may keep the account open for billing purposes only. Nevertheless, I request that you keep the account inactive so that neither party to the account can incur new charges.

Please acknowledge receipt of this notice by signing the duplicate of this letter and returning it to me in the enclosed stamped, self-addressed envelope.

Thank you for your assistance with this matter.

Signature

Printed or typed name

Address

Home Phone

Work Phone

Receipt acknowledged by:

Signature

Date _____

Printed or typed name

Title

Outstanding balance: _____ As of: _____