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Credit Card No

This is to inform you that I wish to settle the above Credit Card (Including supplementary Cards if any) taken from your bank.
Please be kind enough to credit the proceeds of this pay order Number..... for LKR..... against the outstanding of the above card together with any charges if applicable and make arrangements to cancel/settle the above mentioned Credit Cards with immediate effect.

Your early attention in this regard is highly appreciated.

Thanking You.

Yours Faithfully,

.....
(Signature of the Credit Card Holder)

Name

NIC

Date