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Credit Card No.....

This is to inform you that I wish to settle the above Credit Card taken from your bank. Please be kind enough to credit the proceeds of this pay order against the outstanding of the above card together with any chargers if applicable.

Please be kind enough 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 Borrower)

Name.....