Windows User

[Company Name]

[Street Address]

[City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

We have enjoyed doing business with your company for the last [number] years and hope to continue to do so for many more. However, because of recent success, we no longer need a line of credit with you. Please cancel our account, number [account number], and notify the credit reporting agencies that you use of this change.

Thank you for your prompt attention to this matter.

Sincerely,

Windows User

[Title]

Enclosure

cc: [Recipient]