

[Your Name/Business Representative Name]
[Business Name]
[Business Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Bank Name]
[Attn: Fraud Department]
[Bank Address]
[City, State, Zip Code]

RE: Notice of Identity Theft and Request to Close Business Account

Account Name: [Business Name]
Account Number: [Account Number]

To Whom It May Concern,

I am writing to formally request the immediate closure of the business bank account referenced above due to identity theft and unauthorized activity.

I have recently discovered that our business information has been compromised. As a result, I am requesting that the bank:

- Close the aforementioned account effective immediately.
- Cancel all associated debit cards, checks, and online banking access.
- Issue a check for the remaining balance to the verified business address on file.
- Ensure that no further transactions, automated clearing house (ACH) transfers, or debits are honored from this account.

Enclosed/attached please find the following documentation to support this claim:

- Copy of the Police Report / Identity Theft Report #[Report Number].
- Completed Identity Theft Affidavit.
- A list of specific unauthorized transactions (if applicable).

Please provide written confirmation once the account has been closed and the fraud investigation is finalized. If you require further information, please contact me directly at [Phone Number].

Sincerely,

[Signature]

[Printed Name]
[Title/Position]