

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

[Date]

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

RE: Notice of Identity Theft and Request to Close Checking Account
Account Number: [Full Account Number]

Dear Fraud Department,

I am writing to formally request the immediate closure of my checking account listed above due to identity theft. I have determined that this account has been compromised and unauthorized transactions have occurred.

I am enclosing the following documents to support my claim:

- A copy of the Identity Theft Report / Affidavit.
- A copy of the Police Report (Report Number: [Report Number]).
- A list of specific unauthorized transactions (Dates and Amounts).

Please take the following actions immediately:

1. Close the aforementioned account and prevent any further debits or credits.
2. Reverse all fraudulent charges and fees associated with the unauthorized activity.
3. Issue a formal letter confirming that the account has been closed and that I am not responsible for the fraudulent activity.
4. Ensure that no negative information regarding this compromised account is reported to ChexSystems or any credit reporting agencies.

Please send all remaining funds from this account via a certified check to my mailing address listed above. If you require further information, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [List of attached documents]