

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

[Date]

[Credit Card Issuer Name]
[Billing Inquiries/Fraud Department Address]
[City, State, Zip Code]

Re: Formal Request to Close Account Due to Identity Theft
Account Number: [Your Full Account Number]

Dear Customer Service Department,

I am writing to formally request the immediate closure of the above-referenced credit card account. I am a victim of identity theft, and this account has been compromised by unauthorized activity.

I am requesting that you:

- Close this account effective immediately.
- Ensure the account is marked as "Closed at Consumer's Request" on my credit reports.
- Provide written confirmation that the account has been closed and that I am not liable for any fraudulent charges incurred after [Date Identity Theft Occurred].

Please find enclosed a copy of my [Identity Theft Report/Police Report/FTC Affidavit] as documentation of this crime. I have already disputed specific fraudulent transactions via [Phone/Online Portal] on [Date].

Please send all future correspondence regarding this matter to my address listed above. Thank you for your prompt assistance in securing my financial information.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [List documents, e.g., FTC Identity Theft Report, Police Report]