

[Your Name]
[Your Co-Account Holder's Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Bank Name]
[Department Name, e.g., Fraud Department]
[Bank Address]
[City, State, Zip Code]

Subject: Formal Request to Close Joint Account Due to Identity Theft

To Whom It May Concern,

We are writing to formally request the immediate closure of our joint bank account due to confirmed identity theft and unauthorized activity.

Account Information:

Account Name: [Full Names on Account]
Account Number: [Account Number]
Type of Account: [e.g., Checking/Savings]

This account has been compromised. We have attached a copy of the [Police Report Number / Identity Theft Affidavit] as evidence of the crime. We request that you:

- Close the aforementioned account effective immediately.
- Disburse any remaining legitimate funds via [Check/Transfer to New Account Number].
- Cease all automated debits and credits associated with this account.
- Provide written confirmation that the account has been closed and that we are not liable for any fraudulent transactions reported on [Date Fraud Discovered].

Please notify us in writing once the closure process is complete. We appreciate your prompt attention to this matter to prevent further financial loss.

Sincerely,

[Your Signature]

[Co-Account Holder's Signature]

Enclosures: [List attachments, e.g., Police Report, FTC Affidavit, Photo IDs]