

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

[Date]

[Bank or Creditor Name]
[Fraud Department Address]
[City, State, Zip Code]

RE: Notice of Identity Theft and Request to Close Account

Account Number: [Enter Compromised Account Number]

Dear Fraud Department,

I am writing to formally notify you that I am a victim of identity theft. I did not authorize the opening of the above-referenced line of credit, nor did I authorize any charges currently appearing on this account.

I am requesting that you immediately:

- Close this account and any associated credit lines.
- Remove my name and any responsibility for these debts from your records.
- Remove any negative information regarding this account from my credit reports.
- Cease all collection activities regarding this unauthorized account.

I have enclosed a copy of my Identity Theft Report (e.g., FTC Affidavit or Police Report) to support this claim. Please send me a written confirmation stating that this account has been closed and that I am not held liable for the balance.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures:

- Copy of Identity Theft Affidavit
- Copy of Police Report (if applicable)
- Copy of Government Issued ID