

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

[Date]

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

**RE: Formal Request to Close Compromised Trust Account**

**Account Name:** [Exact Name of the Trust]

**Account Number:** [Full Account Number]

Dear Sir/Madam,

I am writing to formally request the immediate closure of the above-referenced trust account. This account has been compromised due to identity theft, and I am the authorized [Trustee/Representative] for this account.

I am requesting that you:

- Close the account effective immediately.
- Ensure no further transactions, debits, or withdrawals are permitted from this account.
- Transfer any remaining balance to a new, secure account (if applicable) or issue a check to the Trust's registered address.
- Provide a written confirmation that this account has been closed and that it is noted as "Closed due to Fraud/Identity Theft."

Enclosed are the following documents to support this request:

- A copy of the Identity Theft Report / Police Report (Case Number: [Number]).
- A copy of my government-issued identification.
- [List any other required trust documentation, such as Certificate of Trust].

Please contact me immediately at [Phone Number] if there are any issues or if you require additional information to complete this process.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Title, e.g., Trustee]