

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

[Date]

[Name of Contact Person or Department]
[Wealth Management Firm Name]
[Firm Address]
[City, State, Zip Code]

Subject: Formal Request to Close Account Due to Identity Theft

Dear [Name of Contact Person or Department],

I am writing to formally request the immediate closure of my wealth management account(s) due to confirmed identity theft. My personal information has been compromised, and I believe my assets within your institution are at risk.

Account Information:

Account Name: [Full Name on Account]
Account Number(s): [List Account Number(s)]

I request that you take the following actions immediately:

- Close the aforementioned account(s) and prevent any further transactions, withdrawals, or trades.
- Liquidate and transfer the remaining balance to my new, secure account at [New Institution Name] using the following details: [New Routing/Account Info] OR issue a physical check sent to my verified address.
- Provide a final statement for the account(s) as of the date of closure.
- Flag my profile within your internal systems to prevent any unauthorized attempts to reopen this account or open new accounts in my name.

Enclosed/Attached please find a copy of the [Identity Theft Report / Police Report] and a copy of my government-issued identification to verify this request.

Please provide written confirmation once the account has been successfully closed and the funds have been transferred. If you require any further documentation, please contact me immediately at [Your Phone Number].

Thank you for your prompt attention to this urgent matter.

Sincerely,

[Your Signature]

[Your Printed Name]