

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

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

RE: Fraud Alert and Formal Request to Close Account

Account Holder Name: [Your Name]
Account Number: [Your Full Account Number]

Dear Fraud Department,

I am writing to formally notify you of unauthorized fraudulent activity on the account listed above. I first discovered this activity on [Date].

Specifically, I am disputing the following transactions:

- [Date] - [Description/Merchant] - [Amount]
- [Date] - [Description/Merchant] - [Amount]

Because this account has been compromised, I am requesting that you immediately close the account and stop all further transactions. Please transfer any remaining legitimate funds to me via [Check/New Account Number].

I have attached a copy of the [Police Report / Identity Theft Affidavit] to support this claim. Please provide a written confirmation once the account is closed and the fraud investigation is complete.

Sincerely,

[Your Signature]

[Your Printed Name]