

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

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

Subject: Notification of Fraudulent Activity and Request for Account Closure

To the Fraud Department,

I am writing to formally report fraudulent transactions on my account and to request the immediate closure of this account to prevent further unauthorized activity.

Account Details:

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

I have identified the following unauthorized transactions that I did not authorize or participate in:

- [Date]: [Description of Transaction] - [Amount]
- [Date]: [Description of Transaction] - [Amount]
- [Date]: [Description of Transaction] - [Amount]

Due to this security breach, please take the following actions:

1. Investigate these fraudulent charges and reverse the unauthorized transactions.
2. Permanently close the account listed above effective immediately.
3. Issue a formal letter confirming the account has been closed and the status of the fraud investigation.

Please send all future correspondence regarding this matter to my address listed above. I look forward to your prompt response and resolution of this issue.

Sincerely,

[Your Signature]

[Your Printed Name]