

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

[Date]

[Name of Financial Institution/Company]
[Billing Inquiries Department/Fraud Department]
[Address]
[City, State, Zip Code]

RE: Notice of Identity Theft and Request for Account Cancellation

Account Number: [Your Account Number or "Unknown"]

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 account mentioned above, nor did I authorize any charges or transactions associated with it.

I am requesting that you immediately:

- Close/cancel the unauthorized account.
- Remove any fraudulent charges and interest related to this account.
- Cease all collection activities regarding this account.
- Ensure that no negative information regarding this account is reported to credit bureaus.

Attached is a copy of my [Identity Theft Report / Police Report] and my [FTC Identity Theft Affidavit] as evidence of this crime. Please provide me with a written confirmation that this account has been closed and that I am not held responsible for any debts associated with it.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures:

[List documents, e.g., Police Report, FTC Affidavit, Copy of ID]