

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

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

RE: Request for Immediate Account Closure - Account Number: [Your Account Number]

To Whom It May Concern,

I am writing to formally request the immediate closure of my checking account listed above. This request is being made because the account has been compromised due to [unauthorized activity / identity theft / lost or stolen credentials].

Please stop all pending transactions and cancel any debit cards or checks associated with this account. I have already [stopped/transferred] all automated direct deposits and recurring payments.

Please send the remaining balance of \$[Amount] to me in the form of a check at the address listed above. If there are any fees associated with closing this account due to the security breach, I request that they be waived.

Please provide written confirmation once the account has been officially closed and the balance has been settled. If you require further information regarding the compromise of this account, please contact me immediately.

Sincerely,

[Your Signature]
[Your Printed Name]