

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

[Bank Name]  
[Credit Card Department Address]  
[City, State, Zip Code]

**RE: IMMEDIATE CLOSURE OF COMPROMISED ACCOUNT**

**Account Number:** [Full Account Number]

**Cardholder Name:** [Name on Card]

Dear Customer Service Department,

I am writing to formally request the immediate closure of the credit card account referenced above. This account has been compromised due to unauthorized activity/fraudulent charges.

Please note the following instructions regarding this closure:

- Close the account effective immediately.
- Do not allow any further charges, including recurring automated payments, to be processed.
- Ensure that this account is reported to credit bureaus as "Closed at Consumer's Request."

I have already reported the fraudulent transactions via [phone/online portal] on [Date]. I expect a final statement showing a zero balance once the fraudulent charges have been removed and the account is settled.

Please provide written confirmation within 30 days that this account has been closed and that the fraud investigation is in progress or resolved.

Thank you for your prompt attention to this security matter.

Sincerely,

[Your Signature]

[Your Printed Name]