

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

[Date]

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

RE: Closing of Savings Account Number: [Your Account Number]

Dear Customer Service Department,

I am writing to formally request the immediate closure of my savings account referenced above, effective [Date].

This request is being made due to confirmed fraudulent activity on this account. I have previously reported these unauthorized transactions to your fraud department on [Date you reported fraud]. For my protection and to prevent further unauthorized access, I wish to terminate this account relationship entirely.

Please provide a final statement showing the closing balance. I request that the remaining funds in the account, totaling \$[Amount], be sent to me via a cashier's check at the mailing address listed above.

Please send me written confirmation once the account has been officially closed and verify that no further fees will be assessed. I also request that you update my records to reflect that this account was closed at the consumer's request following identity theft/fraud.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]