

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

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

Subject: Formal Request to Close Compromised Account and Transfer Funds

Dear Customer Service Department,

Please accept this letter as a formal request to close my bank account(s) immediately due to unauthorized activity and security concerns. The account details are as follows:

Account Holder Name: [Your Name]
Account Number to be Closed: [Old Account Number]
Account Type: [e.g., Checking/Savings]

I have identified that this account has been compromised. Therefore, I request that you transfer the total remaining balance, including all accrued interest, to my new/secure account as specified below:

Receiving Bank Name: [New Bank Name]
Routing Number: [New Routing Number]
Account Number: [New Account Number]

Please cancel all standing orders, direct deposits, and automatic payments associated with the compromised account. Once the transfer is complete and the account is closed, please send me a written confirmation for my records.

If there are any forms required to finalize this process, please contact me immediately at [Your Phone Number].

Thank you for your prompt attention to this urgent security matter.

Sincerely,

[Your Signature]

[Your Printed Name]