

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

[Date]

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

RE: Notice of Fraudulent Activity and Request for Account Protection  
Account Number: [Your Credit Card Number]

To the Fraud Department,

I am writing to formally notify you of unauthorized activity on my credit card account listed above. I believe my account information has been compromised.

I am requesting that you immediately take the following actions:

- Place a formal fraud alert on this account.
- Close the current account number and issue a new card with a new account number.
- Identify and remove the following unauthorized transactions:
  - [Transaction Date], [Merchant Name], [Amount]
  - [Transaction Date], [Merchant Name], [Amount]

I did not authorize these charges and have not received any benefit from them. I have also contacted the major credit bureaus to place a fraud alert on my credit file.

Please send me a written confirmation once these fraudulent charges have been removed and the new account has been established. Thank you for your prompt assistance in resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]