

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Bank or Institution Name]
[Department Name, e.g., Fraud/Security Department]
[Institution Address]

Subject: Urgent Request to Freeze Account and Place Security Hold

To whom it may concern,

I am writing to formally request an immediate freeze and security hold on my account(s) listed below due to [specify reason, e.g., suspected unauthorized activity / lost or stolen credentials / identity theft].

Account Information:

Account Holder Name: [Your Full Name]
Account Number(s): [Insert Account Number(s)]
Account Type: [e.g., Checking, Savings, Credit Card]

Please implement the following actions immediately:

- Suspend all outgoing transactions, including wire transfers, ACH withdrawals, and check clearing.
- Deactivate any debit or credit cards associated with these accounts.
- Block all online banking access until I provide further verification.
- Place a security alert on my profile to require secondary verbal authorization for any future changes.

I request that this hold remain in place until I provide written notification or complete a formal identity verification process in person. Please provide a written confirmation once these security measures have been applied.

If you require any additional information or documentation to process this request, please contact me immediately at [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]