

**Date:** [Insert Date]

**To:**

[Institution Name]

[Department Name, e.g., Fraud/Security Department]

[Address]

[City, State, Zip Code]

**From:**

[Your Full Name]

[Your Current Address]

[Phone Number]

[Email Address]

**Subject: Formal Notice of Account Compromise and Request for Asset Transfer**

Dear [Contact Name or Fraud Department],

I am writing to formally notify you that my account listed below has been compromised due to unauthorized access identified on [Date].

**Compromised Account Details:**

Account Type: [e.g., Checking, Savings, Investment]

Account Number: [Insert Account Number]

I request that you immediately perform the following actions:

- Close or permanently freeze the compromised account mentioned above.
- Open a new, secure account in my name.
- Transfer all remaining funds and pending legitimate transactions to the new account.
- Invalidate all existing debit cards, checks, and digital access credentials associated with the compromised account.

I have attached a copy of the [Identity Theft Report / Police Report / Affidavit] regarding this incident. Please review the following unauthorized transactions that occurred during the compromise period:

- [Date] - [Description] - [Amount]
- [Date] - [Description] - [Amount]

I request that these fraudulent transactions be investigated and the funds credited back to my new account. Please provide written confirmation once the transfer is complete and the compromised account is closed.

Thank you for your prompt attention to this security matter.

Sincerely,

[Signature]

[Your Printed Name]