

Date: [Insert Date]

To:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Confirmation of Account Closure Due to Fraudulent Activity

Dear [Customer Name],

This letter is to formally confirm that the following account(s) have been closed effective [Date of Closure] due to reported fraudulent activity:

- **Account Type:** [e.g., Checking/Credit Card]
- **Account Number (Last 4 digits):** [XXXX]

As part of our fraud mitigation process, we have taken the following actions:

- Deactivated all associated debit/credit cards.
- Cancelled all pending unauthorized transactions.
- Waived any fees incurred directly resulting from the fraudulent activity.
- Initiated the process to transfer legitimate funds to your new account (if applicable).

Next Steps for You:

Please ensure that you update any automatic payments or direct deposits with your new account information to avoid service interruptions. We also recommend monitoring your credit report with major bureaus (Equifax, Experian, and TransUnion) to ensure no other unauthorized accounts have been opened in your name.

If you have any questions or require further assistance, please contact our Fraud Department at [Phone Number] between [Hours of Operation].

Thank you for your cooperation and for choosing [Financial Institution Name].

Sincerely,

[Your Name/Department]

[Financial Institution Name]

[Contact Information]