

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

[Date]

[Company Name]
[Security/Customer Service Department]
[Company Address]

Subject: Formal Request to Close Compromised Account - [Account Number/Username]

Dear [Customer Service Team/Representative Name],

I am writing to formally request the immediate and permanent closure of my account associated with the following details:

- **Account Name:** [Full Name on Account]
- **Username/Account ID:** [Username or Account Number]
- **Associated Email:** [Email used for the account]

I am requesting this closure because my account has been compromised. Unauthorized access was detected on [Date], involving [briefly mention activity, e.g., unauthorized transactions or password changes].

Please take the following actions immediately:

- Permanently close/deactivate the account.
- Remove any linked payment methods or banking information.
- Ensure that no further charges or activities are permitted under this identity.
- Provide written confirmation that the account has been closed and the balance is zero (if applicable).

Please notify me once this process is complete. If you require further verification of my identity, please contact me at [Your Phone Number].

Thank you for your prompt attention to this security matter.

Sincerely,

[Your Signature]

[Your Printed Name]