

[Your Company Name]
[Department Name]
[Address]
[Date]

[Customer Name]
[Customer Address]

Subject: Confirmation of Account Closure - Account Number: [Account Number]

Dear [Customer Name],

This letter is to formally confirm that the account mentioned above has been closed effective [Date], following the recent report of unauthorized activity and suspected fraud.

As part of our security protocol to protect your assets and personal information, we have taken the following actions:

- Deactivated all associated debit/credit cards.
- Cancelled all pending electronic transfers and scheduled payments.
- Disabled online and mobile banking access for the compromised account.

We have transferred your remaining balance of [Amount] to your new account: [New Account Number].

Please review your credit reports from the major credit bureaus to ensure no other fraudulent accounts have been opened in your name. If you notice any further discrepancies, please contact our Fraud Department immediately at [Phone Number].

Thank you for your cooperation during this investigation.

Sincerely,

[Name/Signature]
[Job Title]
[Your Company Name]