

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name or Department]
[Financial Institution or Company Name]
[Address]
[City, State, Zip Code]

Subject: Request for Fraud Affidavit regarding Account: [Account Number]

Dear [Recipient Name or Customer Service Department],

I am writing to formally report unauthorized activity on my account referenced above. I believe I have been a victim of identity theft/fraud.

I am requesting that you send me a formal Fraud Affidavit form so that I may officially dispute the following transactions:

- [Date] - [Description of Charge/Activity] - [Amount]
- [Date] - [Description of Charge/Activity] - [Amount]

Please provide the necessary documentation and instructions required to complete the claim process. I would also appreciate it if you could provide a mailing address or secure portal link where the completed affidavit and any supporting police reports should be sent.

Pending the investigation, I request that you place a temporary hold on any further activity on this account to prevent additional unauthorized charges.

Thank you for your prompt assistance in resolving this matter. I look forward to receiving the affidavit form by [Date].

Sincerely,

[Your Signature]

[Your Printed Name]