

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

[Date]

[Company Name]  
[Fraud Department Address]  
[City, State, Zip Code]

**RE: Notice of Identity Theft and Request for Account Closure**

Account Number: [Account Number associated with identity theft]

To the Fraud Department,

I am writing to formally notify you that I am a victim of identity theft. I did not open the account listed above, nor did I authorize anyone else to open it in my name. I am requesting that this account be closed immediately and that you provide me with written confirmation that I am not responsible for any charges or balances associated with it.

Enclosed are the following documents to support my claim:

- A copy of the Identity Theft Report (FTC Affidavit).
- A copy of the Police Report (Report Number: [Report Number]).
- Copies of my identification documents.

Please ensure that any negative information regarding this fraudulent account is removed from my credit reports and that no further collection activity occurs. Under Section 609(e) of the Fair Credit Reporting Act, I also request that you provide me with copies of the application and business records related to this account for my records and for law enforcement purposes.

Please send me a letter confirming that the account has been closed, the balance has been discharged, and the information has been cleared from my credit history.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [List documents attached]