

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

[Date]

[Name of Financial Institution]
[Fraud Department Address]
[City, State, Zip Code]

RE: Formal Request for Final Resolution and Account Closure
Account Number: [Account Number]
Identity Theft Report Reference: [Report Number]

To the Fraud Department,

I am writing to formally request the permanent closure of the above-referenced account and a final resolution regarding the fraudulent activity reported on [Date]. As previously documented, this account was opened/used without my authorization as a result of identity theft.

I have already provided the required documentation, including my Identity Theft Report and the FTC Affidavit. I am now requesting a formal letter from your institution confirming that:

- The account has been closed and the balance is zero.
- I am not held responsible for any debts, interest, or fees associated with this account.
- All fraudulent information has been removed from your internal records.
- Your institution has notified the credit reporting agencies (Equifax, Experian, and TransUnion) to delete any negative information related to this fraudulent account.

Please provide this written confirmation within 30 days. Thank you for your immediate attention to this final resolution.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [List any attached documents, such as previous correspondence or ID theft reports]