

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

**[Date]**

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

**RE: Notice of Fraudulent Activity and Request for Account Closure**  
Account Number: [Your Account Number]

To Whom It May Concern,

I am writing to formally notify you that I am a victim of identity theft. I did not authorize the opening of the above-referenced account, nor did I authorize any transactions associated with it. I am submitting this letter as a formal fraud affidavit and notice of dispute.

I request that you immediately take the following actions:

- Close the unauthorized account(s) listed above.
- Cease all collection activities related to this account.
- Remove any negative information reported to credit bureaus (Equifax, Experian, TransUnion) resulting from this fraudulent activity.
- Provide me with a written confirmation once the account has been closed and the balance has been cleared to zero.

Attached to this letter, please find a copy of [The Identity Theft Report / Police Report / FTC Affidavit] as proof of the fraudulent activity.

Please investigate this matter and provide a response within [Number of Days, e.g., 30] days. I look forward to your prompt cooperation in resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

**Enclosures:**  
[List attached documents, e.g., Copy of Police Report, FTC Identity Theft Affidavit]