

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

[Date]

[Name of Contact Person or Department]
[Name of Financial Institution or Company]
[Company Address]
[Company City, State, Zip Code]

RE: Notice of Identity Theft 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 account mentioned above, nor did I authorize any charges or activity associated with it.

Enclosed is a copy of my Identity Theft Report (Police Report #[Report Number] from [Police Department Name]). This report verifies my claim of identity theft under the Fair Credit Reporting Act and other applicable laws.

Based on this verified report, I request that you:

- Immediately close the fraudulent account(s) listed above.
- Remove and cease all collection activities regarding any debts resulting from this identity theft.
- Remove any negative information related to these accounts from my credit profile with the credit reporting agencies.
- Provide me with a written confirmation that the account has been closed and that I am not held responsible for any balances.

Please provide me with copies of any application or transaction records related to this account as permitted by Section 609(e) of the Fair Credit Reporting Act.

Thank you for your prompt attention to this matter. I look forward to receiving your written confirmation within 30 days.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures:

- Copy of Police Report / Identity Theft Report
- Copy of Government Issued ID