

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

[Date]

[Name of Financial Institution/Company]
[Department Name, e.g., Fraud Department]
[Address]
[City, State, Zip Code]

RE: Notice of Identity Theft and Request for Account Closure
Account Number: [Account Number]

Dear 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 or make transactions in my name.

I am requesting that you immediately:

- Close this account and cease all collection activities.
- Remove any negative information related to this account from my credit reports.
- Provide me with copies of the application and all transaction records related to this account.
- Send me a letter confirming that the account has been closed and that I am not held responsible for any debt associated with it.

To support this claim, I have enclosed the following documents:

- A copy of my FTC Identity Theft Report.
- A copy of my Police Report (if applicable).
- A copy of my government-issued identification.

Please investigate this matter and respond in writing within 30 days. Thank you for your prompt attention to this identity theft claim.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [List of documents attached]