

[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]

Subject: Identity Theft Victim - Request for Account Deletion and Fraudulent Charge Removal

To Whom It May Concern,

I am writing to formally dispute the following account(s) and/or transaction(s) associated with my information, as I am a victim of identity theft. I did not open this account, nor did I authorize anyone to use my name or information to do so.

Account Information:

Account Number (if known): [Insert Account Number]
Date Account Opened: [Insert Date]
Disputed Amount: [Insert Amount]

Enclosed is a copy of my Identity Theft Report/Police Report and a copy of my government-issued identification to verify my identity. Based on the Fair Credit Reporting Act and identity theft protections, I request that you:

- Immediately close and delete this account from your records.
- Remove all fraudulent charges and balances associated with this account.
- Cease all collection activities regarding this unauthorized debt.
- Provide written confirmation that this account has been closed and the debt has been discharged.
- Notify any credit reporting agencies to which you have reported this account that it is fraudulent and must be deleted from my credit report.

Please investigate this matter and provide a response within 30 days. Thank you for your immediate attention to this serious matter.

Sincerely,

[Your Signature]
[Your Printed Name]

Enclosures:

1. Copy of Identity Theft Report/Police Report
2. Copy of Driver's License/ID Card
3. [List any other supporting documents]