

Account Theft Notification

Date: [Insert Date]

To,

Customer Service,
[Bank Name]
[Bank Address]

Subject: Notification of Account Theft

Dear [Bank Manager's Name],

I am writing to formally notify you that I have become a victim of account theft involving my bank account with the following details:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Date of Incident: [Date of Theft]

On [date], I discovered unauthorized transactions on my account totaling [amount]. I believe my account information has been compromised without my consent. I urge you to freeze my account temporarily and initiate an investigation into these transactions.

Please let me know the necessary steps I need to take along with any documents required for verification. I appreciate your immediate attention to this serious matter.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Address]
[Your Contact Number]
[Your Email Address]