

Identity Misuse Reporting Letter

Date: [Insert Date]

Your Name

Your Address

City, State, Zip Code

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally report an incident of identity misuse that has affected me. I recently discovered that my personal information has been used without my consent in an unauthorized manner.

Details of the Identity Misuse:

- Type of Misuse: [e.g., Credit card fraud, account takeover]
- Date of Incident: [Insert date]
- Description: [Provide a brief description of the incident]
- Any supporting documents: [List any documents you are attaching or referring to]

I request that you investigate this matter promptly and take appropriate action to help resolve the issue. Please inform me of the steps that will be taken regarding my report.

Thank you for your attention to this serious matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]