

Notification of Theft of Personal Information

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to inform you that my personal information has been compromised due to a recent theft incident. I believe that my [insert type of information, e.g., Social Security Number, credit card information, etc.] was unlawfully obtained on [insert date of incident].

Details of the incident are as follows:

- **Date of Incident:** [Insert Date]
- **Location of Incident:** [Insert Location]
- **Description:** [Provide a brief description of how the information was compromised]

I have taken the necessary steps to protect my identity and report the theft. This includes [mention any actions taken, such as reporting to local authorities, contacting financial institutions, etc.].

Should you require any further information or documentation regarding this matter, please feel free to contact me at your earliest convenience.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]