

# Identity Theft Report

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally report identity theft and request the closure of my account due to unauthorized transactions. I have attached relevant documentation as evidence of the fraudulent activities.

Details of the incident:

- Account Number: [Insert Account Number]
- Date of Fraudulent Activity: [Insert Date]
- Type of Fraud: [Insert Type]

For your reference, I have included the following documents:

- Copy of my ID
- Statement showing unauthorized transactions
- Police report (if applicable)

Kindly confirm the receipt of this letter and the actions you will take in response to this situation. Please contact me at your earliest convenience to discuss this matter further.

Thank you for your immediate attention to this pressing issue.

Sincerely,

[Your Name]