

# Identity Theft Incident Report

Date: [Insert Date]

Your Name: [Insert Your Name]

Your Address: [Insert Your Address]

Your City, State, ZIP: [Insert Your City, State, ZIP]

Your Email: [Insert Your Email]

Your Phone Number: [Insert Your Phone Number]

## To Whom It May Concern:

I am writing to formally document an incident of identity theft that I have recently experienced. Below are the details of the incident:

### Incident Details:

- **Date of Incident:** [Insert Date of Incident]
- **Description of Incident:** [Provide a brief description of what happened]
- **Potentially Compromised Information:** [List any stolen information such as Social Security number, credit card details, etc.]

### Actions Taken:

- Contacted credit reporting agencies
- Placed a fraud alert on my credit file
- Filed a police report (Report Number: [Insert Report Number])
- Contacted relevant financial institutions

Please let me know if you need any further information or evidence regarding this incident. I am taking this matter very seriously and will cooperate fully to resolve any issues arising from this theft.

Thank you for your attention to this matter.

Sincerely,

[Insert Your Signature (if sending a hard copy)]

[Insert Your Printed Name]