

Identity Theft Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Subject: Notification of Identity Theft

Dear [Recipient Name],

I am writing to formally notify you that I have become a victim of identity theft. I recently discovered that my personal information was used without my consent, resulting in unauthorized transactions/accounts in my name.

The details of the identity theft are as follows:

- Date of the incident: [Insert Date]
- Type of identity theft: [e.g., credit card fraud, bank fraud, etc.]
- Account details affected: [Insert details]

To mitigate the situation, I have taken the following steps:

- Filed a report with [insert police department name, if applicable]
- Placed a fraud alert with [insert credit bureau name]
- Considered freezing my credit file

I kindly request your assistance in resolving this matter and rectifying any issues stemming from this event. Please let me know what additional steps I need to take or if you require further information.

Thank you for your attention to this serious matter. I look forward to your prompt response.

Sincerely,

[Your Name]