

Identity Theft Notification

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Identity Theft Notification

Dear [Recipient's Name],

I am writing to formally notify you of an incident of identity theft that has affected my personal information. I have discovered that my identity has been used without my authorization in connection with [specific details, e.g., fraudulent accounts, purchases, etc.], and I believe it is crucial to inform you of this situation immediately.

The details of the fraudulent activity are as follows:

- Date of incident: [Date]
- Description of unauthorized use: [Description]
- Account numbers affected: [Account Numbers]

I have taken the necessary steps to mitigate the impact of the identity theft, including reporting it to [relevant authorities, e.g., police, credit bureau]. I request that you assist me in resolving this issue by [specific requests, e.g., freezing my account, providing documentation, etc.].

Please contact me at your earliest convenience to discuss this matter. I appreciate your prompt attention to this serious issue.

Thank you for your assistance.

Sincerely,

[Your Name]