

Identity Theft Claim Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Financial Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Financial Institution's Contact/Department],

I am writing to formally report identity theft resulting in unauthorized transactions and account activity on my accounts with your institution. I discovered this issue on [insert date of discovery] and have taken steps to mitigate the situation.

The details of the fraudulent activity are as follows:

- Account Number: [Insert Account Number]
- Date of Unauthorized Activity: [Insert Date(s)]
- Description of Fraudulent Transactions: [Insert Description]

I have already reported this incident to the local authorities and filed a police report. The report number is [Insert Report Number]. Enclosed are copies of the police report and any relevant documents to support my claim.

I kindly request that you investigate this matter and take the necessary steps to rectify my account, including reversing any fraudulent charges and protecting my account from future unauthorized access.

Please confirm the receipt of this letter and inform me about the progress of my claim. I appreciate your immediate attention to this serious matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]