

# Identity Theft Notification Letter

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to inform you that I am a victim of identity theft. It has come to my attention that someone has been using my personal information to obtain employment and possibly other benefits without my consent.

I kindly request your assistance in protecting my identity and ensuring that no further fraudulent activity occurs within your records. Please take necessary measures to secure my personal information on file and inform me of any employment records that may involve my name.

Attached to this letter are documents that provide proof of my identity as well as details regarding the identity theft incident. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]