

# Identity Theft Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inform you that I believe my personal information has been compromised and is being used without my authorization. I recently discovered that .

As a precautionary measure, I have taken the following steps to protect my identity:

- Contacted my bank and credit card companies to dispute fraudulent charges.
- Placed a fraud alert on my credit report.
- Reviewed my credit report for suspicious activity.

I urge you to take immediate action to secure my account and investigate this matter further. Please let me know what additional steps you will take to address this issue. I can be reached at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this serious matter.

Sincerely,

[Your Name]