

# Identity Theft Recovery Plan

Date: [Insert Date]

To: [Insert Name]

Address: [Insert Address]

City, State, Zip Code: [Insert City, State, Zip Code]

Dear [Insert Name],

We understand that you may have experienced identity theft and we are here to assist you in your recovery process. Below is a comprehensive plan tailored to help you reclaim your identity:

## Step 1: Report the Identity Theft

Contact the Federal Trade Commission (FTC) at [identitytheft.gov](https://www.identitytheft.gov) to report the incident.

## Step 2: Place a Fraud Alert

Contact one of the three major credit bureaus (Experian, TransUnion, Equifax) to place a fraud alert on your credit report.

## Step 3: Obtain Credit Reports

Get free copies of your credit reports from all three bureaus at [annualcreditreport.com](https://www.annualcreditreport.com).

## Step 4: Review and Dispute Inaccuracies

Review your credit reports for any unauthorized accounts or charges, and dispute these inaccuracies with the respective credit bureau.

## Step 5: Secure Your Accounts

Change passwords and security questions on your accounts; consider using two-factor authentication.

## Step 6: Consider a Credit Freeze

Place a credit freeze to prevent new accounts from being opened in your name.

## **Step 7: Follow Up**

Keep a detailed record of all communications and responses related to your recovery efforts.

We, at [Your Organization Name], are here to support you throughout this process. Please contact us if you need any further assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Organization Name]

[Phone Number]

[Email Address]