

Formal Complaint Regarding Identity Theft

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally complain about an incident of identity theft that has affected me significantly. On [insert date], I discovered that [briefly describe the nature of the identity theft, e.g., unauthorized charges, accounts opened in your name, etc.]. This has not only caused financial distress but has also impacted my credit score and personal well-being.

I have taken steps to address the situation, including [mention any actions you have taken, e.g., reporting to the police, contacting credit bureaus, etc.]. However, I seek your support in resolving this matter and ensuring that my identity is secured against further misuse.

I request that you investigate this issue promptly and provide me with updates on your findings. Additionally, I would appreciate guidance on further actions I may need to take from your end.

Thank you for your attention to this serious matter. I look forward to your prompt response.

Sincerely,

[Your Name]