

[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 report an issue of identity theft that I have recently experienced. On [date of incident], I discovered that my personal information, including [list specific information such as Social Security number, bank account details, etc.], has been used without my consent to [explain how your identity was misused, e.g. open accounts, make purchases, etc.].

Upon discovering this fraud, I took immediate action by [describe steps taken, e.g., notifying banks, placing a fraud alert, filing a police report]. However, I am concerned that despite these measures, the unauthorized use of my identity continues to pose a risk. I am therefore seeking your assistance in addressing this matter.

Please investigate this issue as a matter of urgency and take appropriate measures to prevent further misuse of my identity. I ask that you keep me informed of any findings and actions taken on this matter.

Enclosed are copies of relevant documents that support my claim, including [list any enclosures such as police reports, statements, etc.].

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

Sincerely,

[Your Name]