

# Formal Complaint Regarding Identity Theft

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

Recipient Name  
Company/Organization Name  
Company Address  
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding the identity theft that has resulted from a data breach that affected your organization. I was informed that my personal information, including my name, address, and social security number, may have been compromised.

Due to this breach, I have noticed several unauthorized transactions on my accounts and have been subjected to frequent calls from creditors related to accounts that were opened in my name without my consent.

I request that your organization take responsibility for this incident by providing me with the following:

- A detailed explanation of how the data breach occurred
- Steps you are taking to rectify the situation
- Assistance in resolving the unauthorized transactions

Furthermore, I urge you to review your security policies and implement measures to prevent future breaches. Identity theft can have serious repercussions, and I expect your immediate attention to this matter.

Thank you for your prompt attention to my complaint. I look forward to your response within the required time frame.

Sincerely,  
[Your Name]