

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Subject: Complaint Regarding Identity Theft

Dear [Recipient's Name],

I am writing to formally report an incident of identity theft that has affected me as a customer. I believe my personal information has been compromised, leading to unauthorized transactions in my name.

On [specific date], I discovered [briefly describe how you noticed the identity theft, e.g., unusual charges on your bank statements, notifications from creditors, etc.]. I have taken immediate steps to mitigate the situation, including [mention any actions you've taken, such as contacting relevant financial institutions, filing a police report, etc.].

I kindly request your assistance in resolving this matter swiftly. Please investigate this incident and provide me with a written response detailing the actions taken to address my complaint.

Thank you for your prompt attention to this serious issue. I look forward to your reply.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]