

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Identity Theft Protection Alert

I am writing to inform you that I suspect I have been a victim of identity theft. I have noticed several unauthorized transactions on my accounts, and I believe my personal information may have been compromised.

For your reference, here are the details of the suspicious activity:

- [Description of unauthorized transaction 1]
- [Description of unauthorized transaction 2]
- [Any other relevant details]

I kindly request that you take immediate action to protect my account and personal information. Please place a fraud alert on my accounts and provide me with any necessary steps I should take to secure my identity. To assist in this matter, I have attached copies of my identification and any relevant documents.

Thank you for your prompt attention to this serious issue. Please confirm the receipt of this letter and let me know how we can proceed to resolve the situation.

Sincerely,

[Your Name]