

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Name of the Company]
[Company's Address]
[City, State, ZIP Code]

Subject: Identity Theft Protection Claim

Dear [Company's Customer Service Department/Specific Contact Name],
I am writing to formally submit a claim regarding an incident of identity theft that I recently experienced. My identity has been compromised, and I require assistance under my identity theft protection policy, [Policy Number].

On [date of incident], I discovered that [brief description of the identity theft incident, such as unauthorized accounts opened in your name or fraudulent transactions]. I have taken the necessary steps to mitigate the damage, including [mention any actions taken, such as filing a report with law enforcement or placing a fraud alert].

Attached to this letter, you will find the following documentation to support my claim:

1. A copy of my identification.
2. The police report filed on [date].
3. Any other relevant documents (such as bank statements or correspondence with creditors).

Please let me know if you require any additional information to process my claim. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,
[Your Name]