

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Identity Theft Protection Notification

I am writing to inform you that I have recently experienced an incident of identity theft that may impact my financial accounts and personal information.

During [specific timeframe], I discovered that [briefly explain the incident, e.g., "unauthorized charges were made on my credit card" or "my personal information was used to open new accounts"]. I have taken the necessary steps to mitigate further damage by [list actions taken, e.g., "contacting my bank, filing a police report, placing a fraud alert on my credit report, etc."].

As a precaution, I would like to request that you take the following actions:

1. Monitor my account for any suspicious activity.
2. Provide a free copy of my credit report.
3. Assist me in ensuring that my personal information is secured against further unauthorized access.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]