

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

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

Subject: Report of Identity Theft and Request for Protection

Dear [Recipient Name],

I am writing to formally report an incident of identity theft that I believe has affected my personal information and to request any protective measures your organization can provide.

Details of the incident are as follows:

- ****Date of incident:**** [Insert date]
- ****Description of the identity theft:**** [Provide a brief description of how you discovered the theft, what information was compromised, etc.]
- ****Account numbers affected:**** [List any account numbers or identification numbers related to the theft, if applicable]
- ****Actions taken:**** [Detail any steps you have already taken, such as reporting to the police or notifying credit bureaus]

I kindly request that you take immediate action to investigate this matter and advise me on any protective services or measures that can be implemented to safeguard my identity.

Thank you for your attention to this urgent matter. I look forward to your prompt response.

Sincerely,

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