

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request assistance regarding identity theft protection. I have recently experienced [describe the situation briefly, e.g., "an incident that may have compromised my personal information"].

Given the circumstances, I am concerned about the potential misuse of my identity and would greatly appreciate your support in obtaining identity theft protection services. Specifically, I am interested in [list any specific services or assistance you are seeking, e.g., credit monitoring, fraud alert setup, etc.].

Please let me know the necessary steps I need to take to initiate this process, as well as any relevant information or documentation you may require from my end. I appreciate your prompt assistance in this matter. Thank you for your attention to this urgent request. I look forward to your swift response.

Sincerely,

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