

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

Dear [Recipient's Name],

I am writing to formally notify you of an identity theft issue that has come to my attention. I have reason to believe that my personal information has been compromised and may be being used without my consent.

Details of the incident are as follows:

- ****Incident Description****: [Briefly describe how you became aware of the identity theft]
- ****Date of Discovery****: [Date you discovered the issue]
- ****Specific Information Compromised****: [List any personal information you suspect has been stolen]

I request your immediate attention to this matter, including an investigation into the issue, and any protections that can be put in place to safeguard my identity. Please confirm receipt of this letter and inform me about the actions you will take to address this situation.

Thank you for your prompt attention to this urgent matter.

Sincerely,

[Your Name]