

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

Dear [Recipient's Name],

I am writing to formally request identity theft protection services due to a recent incident involving unauthorized use of my personal information.

[Briefly describe the incident or the reason for your request, including any relevant details such as dates and types of information compromised.]  
To assist in preventing further issues, I would like to take advantage of your identity theft protection services. Please provide me with the necessary details, including how to enroll and any steps I need to complete.

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

Sincerely,  
[Your Name]