

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

[Recipient's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
Subject: Identity Theft Affidavit  
Dear [Recipient's Name],

I, [Your Name], residing at [Your Address], am writing to formally report unauthorized use of my personal information and to provide an affidavit regarding identity theft that has occurred.

1. **\*\*Personal Information:\*\***

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Social Security Number: [Last Four Digits]

2. **\*\*Description of Identity Theft Incident:\*\***

On [Date of Incident], I discovered that my personal information was compromised when [briefly explain how you discovered the theft, e.g., receiving unfamiliar bills, notices, or credit inquiries].

3. **\*\*Evidence of Identity Theft:\*\***

I have attached copies of relevant documents, including [list any attached documents, such as police reports, credit reports, or correspondence with creditors].

4. **\*\*Actions Taken:\*\***

I have reported this matter to the local police department and I am actively monitoring my credit report for any further discrepancies.

5. **\*\*Request for Assistance:\*\***

I kindly request your assistance in resolving this matter and taking necessary steps to correct any fraudulent charges or accounts that may have been opened in my name.

I declare under penalty of perjury that the foregoing is true and correct.

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]

[Attachments: List of attached documents]