

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

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

Dear [Recipient's Name],

Subject: Identity Theft Alert

I am writing to formally notify you of a potential identity theft incident that may have resulted in fraudulent activity associated with my personal information.

Details of the incident:

- Date of incident: [Date]
- Description of fraudulent activity: [Brief description]

To assist in resolving this matter, I have taken the following actions:

1. [List any actions you have taken, such as placing a fraud alert or reporting to credit bureaus]
2. [Provide any relevant documentation or references to case numbers]

I kindly request that you investigate this matter promptly and take the necessary steps to secure my account. Please feel free to reach out to me at [your phone number] or [your email address] should you require further information.

Thank you for your immediate attention to this serious issue.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]