

[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]
Subject: Identity Theft Claim

Dear [Recipient's Name],

I am writing to formally report an incident of identity theft that has affected me. My name is [Your Name], and my Social Security number is [Your SSN].

On [Date of Incident], I discovered that [describe how you learned about the identity theft, e.g., unauthorized transactions, credit report alerts]. I have taken immediate steps to mitigate the damage, including [list any actions you have taken, such as freezing your credit or filing a police report].

I request that you investigate this matter and take appropriate actions to reverse any fraudulent charges/transactions and rectify my account. Attached are copies of [list any documents you are including, like a police report, credit reports, etc.].

Please respond to this letter at your earliest convenience, confirming the receipt of my claim and summarizing the actions you will take.

Thank you for your prompt attention to this matter.

Sincerely,

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