

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

Dear [Recipient Name],

Subject: Identity Theft Complaint

I am writing to formally report an incident of identity theft that has impacted my personal and financial information.

On [date], I discovered that my personal information, including [specify details such as Social Security number, credit card information, bank account details], has been used fraudulently without my consent.

I have taken the following steps to address this issue:

1. [List actions taken, e.g., contacted creditors, placed fraud alerts, filed a police report].
2. [Include any relevant documentation, e.g., police report number, credit report].

As a result of this identity theft, I am requesting your assistance in [specify the action you want the recipient to take, e.g., investigating the fraudulent transactions, removing charges].

Please find attached copies of all relevant documentation to support my claim. I appreciate your prompt attention to this serious matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]