

[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]

Dear [Recipient's Name],

Subject: Identity Theft Notification

I am writing to inform you that I am a victim of identity theft. I recently discovered that [describe the extent of the identity theft, e.g., unauthorized accounts opened, fraudulent charges made, etc.]. This situation has caused me significant distress and I am taking steps to resolve the issue.

I request that you investigate this matter and take appropriate actions to secure my information. Enclosed are copies of [mention any documents you are enclosing, e.g., police report, identity theft affidavit, etc.]. Please cease all transactions related to [specific accounts or information affected] and confirm that you have updated your records accordingly. I also request a confirmation when the investigation is complete.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]