

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

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

Dear [Recipient's Name],

I am writing to inform you that I believe I have been a victim of identity theft. I recently discovered that [describe the specific incident or transactions, including dates and amounts, if applicable]. To protect myself and resolve this matter, I have taken the following actions:

1. [List steps taken, e.g., contacted credit bureaus, placed fraud alert, etc.]
2. [List any accounts that were impacted and have been reported or closed]
3. [Mention any police reports filed, if applicable]

I kindly request your assistance in resolving this situation and ensuring that my account(s) remain secure. Please let me know if you require further information or documentation to assist with this matter.

Thank you for your prompt attention to this serious issue.

Sincerely,

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