

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

Dear [Recipient Name],

Subject: Identity Theft Resolution

I am writing to formally notify you of an incident of identity theft that has impacted my accounts with your organization. My personal information was compromised, and unauthorized transactions or accounts have been opened in my name.

Details of the Incident:

- Date of incident: [Date]
- Description of fraudulent activity: [Brief description of the unauthorized activity]
- Account numbers affected: [List of affected accounts, if applicable]

I have reported this incident to the authorities and the Federal Trade Commission (FTC). I have also placed a fraud alert on my credit report. Enclosed are copies of the police report and FTC identity theft report for your records.

Here are my requests to resolve this matter:

1. Please investigate and rectify any unauthorized transactions on my account.
2. Remove any fraudulent accounts that have been opened in my name.
3. Provide me with written confirmation of all actions taken to resolve this matter.

I appreciate your prompt attention to this serious issue. Please contact me at your earliest convenience to confirm receipt of this letter and to discuss the steps you will take to address this situation.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Enclosures: Police Report, FTC Report]