

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

Dear [Recipient Name],

Subject: Response to Identity Theft Incident

I am writing to formally report an incident of identity theft that has affected me and to outline the steps I am taking to resolve this matter. On [date of incident], I discovered that my personal information had been compromised. Specifically, [provide details about the identity theft, including how you discovered it and any relevant accounts or transactions].

I have taken the following actions:

1. Reported the theft to the local authorities and filed a police report (Report Number: [report number]).
2. Notified my bank and credit card companies to freeze my accounts and prevent further unauthorized transactions.
3. Placed a fraud alert on my credit reports with the major credit bureaus.
4. [Any additional steps taken, such as monitoring credit reports or contacting other institutions].

Please investigate this matter thoroughly and assist me in rectifying any unauthorized charges or accounts that may have been opened in my name.

Enclosed are copies of [include any relevant documents, such as police reports, correspondence, etc.].

Thank you for your attention to this serious issue. I look forward to your prompt response and support in resolving this situation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]