

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

Dear [Recipient's Name],

I am writing to formally address an issue of identity theft that has affected me. It has come to my attention that [briefly describe the situation, e.g., unauthorized accounts opened in your name, fraudulent charges, etc.].

I have taken immediate steps to mitigate this issue, including [list any actions you have taken, such as contacting credit bureaus, filing a police report, etc.]. I kindly request your assistance in resolving this matter.

Please find attached copies of relevant documents, including [list documents, e.g., police report, identity theft report, etc.], to support my claim.

I would appreciate your prompt attention to this matter and look forward to your response. Thank you for your assistance.

Sincerely,
[Your Name]