

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

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Identity Theft Notification

Dear [Bank Manager's Name],

I am writing to formally notify you of an incident of identity theft that has impacted my banking accounts.

On [Date of Incident], I discovered that [brief description of the incident, e.g., unauthorized transactions, new accounts opened in my name]. I believe that my personal information has been compromised, and I suspect that someone has fraudulently used my identity.

I request that you take immediate action to secure my account and investigate these unauthorized activities. Please provide me with written confirmation of your actions taken in response to this matter.

Enclosed are copies of relevant documents, including [list any attached documents, like police report, identification, etc.].

Thank you for your prompt attention to this serious matter. I look forward to your swift response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Account Number] (if applicable)