

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

[Recipient Name]
[Recipient's Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Subject: Reporting Identity Theft

Dear [Recipient Name],

I am writing to formally report an incident of identity theft that has affected me.

On [date you discovered the theft], I noticed [describe the situation or the signs of identity theft, e.g., unauthorized transactions, credit report discrepancies].

I have taken the following steps to address this issue:

1. [Step 1: e.g., contacted the bank or credit card company]
2. [Step 2: e.g., filed a police report]
3. [Step 3: e.g., placed a fraud alert on my credit report]

Please find attached copies of relevant documents, including [list any documents such as police reports, account statements, etc.].

I request that you investigate this matter and assist me in resolving the issues caused by the identity theft.

Thank you for your immediate attention to this serious matter.

Sincerely,

[Your Name]