

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

Internal Revenue Service  
P.O. Box 1234  
Department of the Treasury  
[City, State, Zip Code]  
Subject: Identity Theft Notification

Dear Sir or Madam,

I am writing to inform you that I have become a victim of identity theft that affects my tax records. I recently discovered that someone has used my personal information to file false tax returns in my name.

My details are as follows:

- Name: [Your Name]
- Social Security Number: [Your SSN]
- Address: [Your Address]
- Phone Number: [Your Phone Number]

I first became aware of the issue when I received a notice from the IRS indicating that multiple tax returns had been filed using my Social Security number. I have taken the following steps to resolve the situation:

1. I filed a report with the local police department (Case Number: [Police Report Number]).
2. I placed a fraud alert on my credit files with the major credit bureaus (Equifax, Experian, TransUnion).
3. I have completed Form 14039, Identity Theft Affidavit, and attached it to this letter.

I kindly request that you take the necessary steps to investigate this matter and correct my tax records. Please let me know if you require any additional information or documentation.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]