

[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],

I am writing to formally request an update to my personal information due to circumstances surrounding identity theft. My personal information was compromised on [date of identity theft incident], and I have taken steps to resolve this issue.

The following details need to be updated in your records:

- Previous Name: [Your Previous Name]
- New Name: [Your New Name]
- [Other details that require updating, e.g., Address, Phone Number, Email]

I have attached the necessary documentation to support this request, including [list any relevant documents, such as a police report, identity theft affidavit, or proof of identity].

Please confirm the updates to my information at your earliest convenience. I appreciate your immediate attention to this matter, as it is crucial for me to ensure my identity and personal information are secure.

Thank you for your cooperation.

Sincerely,

[Your Name]