

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

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

Subject: Notification of Identity Theft

Dear [Recipient Name],

I am writing to formally report that I have become a victim of identity theft. I recently discovered that my personal information has been compromised and used fraudulently.

The details of the situation are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Last Four Digits]
- Address: [Your Address]
- Date of Birth: [Your Date of Birth]
- Account Numbers Affected: [List Any Relevant Accounts]

I request that you investigate this matter and take the necessary steps to secure my accounts. Please provide me with any documentation or evidence related to unauthorized transactions or activities linked to my identity.

Additionally, I would like to place a fraud alert on my credit report and request a copy of my credit report for review.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]