

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an investigation into a case of identity theft that I believe has affected me. I have reason to believe that my personal information has been compromised, resulting in unauthorized use of my identity.

Details of the incident are as follows:

- Affected Name: [Your Full Name]
- Social Security Number: [Last Four Digits]
- Any other relevant information (such as accounts affected or fraudulent transactions)

I first discovered the suspected identity theft on [date you discovered the issue], and I have since gathered evidence that supports my claim. Enclosed are copies of [mention any documents you are including, such as credit reports, police reports, or correspondence regarding unauthorized transactions].

I kindly request that your organization conduct a thorough investigation into this matter. I would appreciate any updates throughout the process and any recommendations on further steps I should take to protect my identity.

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

Sincerely,

[Your Name]

[Enclosures: List of enclosed documents]