

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

Dear [Recipient Name],

I am writing to formally report an incident of identity theft that has affected my personal information. I have recently discovered that my identity has been compromised, and I am seeking your assistance in resolving this matter.

Details of the incident are as follows:

- ****My full name****: [Your Full Name]
- ****Date of birth****: [Your Date of Birth]
- ****Social Security Number****: [Last four digits of your SSN]
- ****Explanation of the identity theft incident****: [Briefly explain how you discovered the identity theft and any relevant details.]
- ****Actions taken so far****: [Describe any steps you have taken, such as contacting law enforcement or credit bureaus.]

I kindly request that you take the necessary steps to secure my information and assist me in restoring my identity. Please let me know if you require any additional documentation or information from my side.

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]