

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

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

Subject: Identity Theft Affidavit

Dear [Recipient Name],

I, [Your Full Name], am writing to formally report and document a case of identity theft that has occurred in my name. This letter serves as an affidavit to provide details regarding the fraudulent activities conducted by an unauthorized individual using my personal information.

1. ****Personal Information****

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Social Security Number: [Your SSN]
- Address: [Your Current Address]
- Previous Address (if applicable): [Your Previous Address]

2. ****Details of the Identity Theft****

- Date of Incident: [Date you discovered the theft]
- Description of fraudulent activities: [Detail specific instances of identity theft, e.g., unauthorized accounts opened, transactions made, etc.]
- Organizations involved: [List companies or agencies impacted by the identity theft]

3. ****Supporting Evidence****

- Enclosed documentation: [List any documents included, e.g., police reports, identification theft reports, correspondence]

4. ****Steps Taken****

- Notified: [List agencies, such as credit bureaus and police]
- Fraud Alerts Placed: [Indicate if you placed a fraud alert on your credit report]

I request that you take the necessary steps to address this situation and rectify any damage caused by the identity theft. Please acknowledge receipt of this affidavit and inform me of any actions taken regarding this matter.

Thank you for your cooperation and prompt attention to this serious issue. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Information]

Enclosures: [List of enclosed documents]