

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

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

Subject: Identity Theft Affidavit

Dear [Recipient Name],

I am writing to formally report an incident of identity theft that has impacted me. Below, I provide the details of the situation for your records and investigation purposes:

1. ****Personal Information of Victim:****

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Social Security Number: [Your SSN] (optional based on privacy concerns)

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

- Date of Incident: [Date(s) when the theft occurred]
- Description of the Incident: [Briefly describe how you discovered the identity theft and any specific fraudulent activities]

3. ****Actions Taken:****

- [List any steps you have already taken, such as filing a police report, notifying creditors, or contacting credit bureaus]

4. ****Affidavit Affirmation:****

- I affirm that the information provided is accurate and true to my knowledge. I am willing to provide additional documentation if necessary. Please confirm receipt of this affidavit and let me know if you require further information. I appreciate your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Enclosures: (list any documents you are including, if applicable)]