

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

[Date]

[Name of Contact Person, if known]
[Title, if known]
[Company Name]
[Department]
[Company Address]
[City, State, Zip Code]

Subject: Request for Identity Theft Affidavit and Fraudulent Account Documentation

Dear [Contact Person or Fraud Department],

I am writing to you because I am a victim of identity theft. I recently discovered that an account (Account Number: [Enter Account Number]) was opened in my name without my authorization. I did not open this account, nor did I authorize anyone else to do so on my behalf.

In accordance with the Fair Credit Reporting Act and other applicable laws, I am requesting that you provide me with a copy of the **Identity Theft Affidavit** or the appropriate fraud claim forms required by your institution to formally dispute this account.

Additionally, please provide me with copies of all application records, transaction logs, and any other documents related to this unauthorized account. These records are necessary for my ongoing investigation with law enforcement.

Enclosed, please find the following documents to support my claim:

- A copy of my Identity Theft Report/Police Report (Case Number: [Enter Number])
- A copy of my government-issued identification
- A copy of my FTC Identity Theft Affidavit (if already completed)

Please confirm receipt of this request and provide the requested forms and documentation within [Number of Days, e.g., 10] business days. I also request that you immediately cease all collection activity and remove any negative information related to this account from my credit reports.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]