

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

[Date]

[Company Name]  
[Fraud/Billing Department]  
[Company Address]  
[Company City, State, Zip Code]

**RE: Notice of Identity Theft and Account Validation Request**

To Whom It May Concern,

I am writing to formally dispute the following account(s) appearing in your records under my name and/or Social Security number:

**Account Number:** [Account Number]

**Date Opened:** [Date, if known]

I did not open this account, nor did I authorize anyone to open it on my behalf. I am a victim of identity theft. I have enclosed a copy of my Identity Theft Report (FTC Affidavit or Police Report) as evidence of this crime.

In accordance with Section 609(e) of the Fair Credit Reporting Act (15 U.S.C. § 1681g), I am requesting that you provide me with copies of all business records related to this fraudulent account, including:

- The original credit application and signature cards.
- Account statements and billing records.
- Transaction histories and payment records.
- Any other documents or notes related to the opening and maintenance of this account.

Please send these documents to me at the address listed above within 30 days of receipt of this request. Additionally, I request that you immediately close this account, cease all collection efforts, and notify any credit reporting agencies to which you have reported this information that the account is fraudulent and should be deleted.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

**Enclosures:**

- Identity Theft Report/FTC Affidavit
- Copy of Government Issued ID
- Proof of Residence (Utility Bill/Statement)