

[Company Name]  
[Department Name]  
[Address]  
[City, State, Zip Code]  
[Date]

[Customer Name]  
[Customer Address]  
[City, State, Zip Code]

Re: Incomplete Identity Theft Affidavit - Account Number: [Account Number]

Dear [Customer Name],

We have received your Identity Theft Affidavit regarding the account mentioned above. However, we are unable to process your claim at this time because the documentation provided is incomplete.

To move forward with our investigation, please provide the following missing information or documents:

- Signed and notarized Identity Theft Affidavit form
- A clear copy of a valid government-issued photo ID
- A copy of the official Police Report regarding this incident
- Proof of residency at the time of the alleged fraud (e.g., utility bill)
- Missing signatures on page(s) [Page Numbers]
- Other: [Description of other missing item]

Please submit the requested items within [Number] days of the date of this letter. You may send them via [Mail/Email/Online Portal].

Once we receive the complete documentation, we will resume the investigation into your claim. If we do not hear from you by the deadline, we will consider this matter closed.

If you have any questions, please contact our Fraud Department at [Phone Number] between the hours of [Hours of Operation].

Sincerely,

[Name/Signature]  
[Title]  
[Company Name]