

[Date]

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

Subject: Request for Additional Documentation Regarding Fraud Claim #[Claim Number]

Dear [Customer Name],

We have received your recent report regarding unauthorized activity on your account ending in [Last 4 Digits of Account].

To proceed with our investigation and process your claim, we require additional documentation. Please provide the following items:

- A completed and signed Identity Theft Affidavit.
- A copy of a valid government-issued photo ID.
- A copy of the official Police Report filed regarding this incident.
- [Insert any other specific document needed].

Please submit these documents by [Deadline Date] via one of the following methods:

- **Email:** [Email Address]
- **Fax:** [Fax Number]
- **Mail:** [Mailing Address]

Please note that we may be unable to complete the investigation or provide a final resolution until these documents are received. If we do not hear from you by the date mentioned above, we may be required to close your claim.

Thank you for your cooperation in this matter.

Sincerely,

[Name/Department]
[Company Name]
[Phone Number]