

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

[Date]

[Recipient Name or Debt Collection Agency]
[Recipient Address]
[City, State, Zip Code]

RE: Acknowledgment of Cease and Desist and Request for Identity Theft Documentation
Account Number: [Account Number, if known]

To [Name of Contact Person or Department],

I am writing to formally acknowledge receipt of your communication dated [Date of their letter] regarding the above-referenced account. Please be advised that I am a victim of identity theft. I did not open this account, nor did I authorize any transactions associated with it.

In accordance with the Fair Debt Collection Practices Act (FDCPA) and the Fair Credit Reporting Act (FCRA), I am formally requesting that you **cease and desist** all further communication with me regarding this alleged debt, except as permitted by law to notify me of specific legal actions.

Furthermore, pursuant to Section 609(e) of the Fair Credit Reporting Act [15 U.S.C. § 1681g(e)], I am requesting that you provide me with all business records and application information related to the fraudulent account. Please provide the following documentation within thirty (30) days:

- A copy of the original credit application or service agreement.
- Account statements and transaction records.
- Records of any payments made on the account.
- Any other information related to the identity used to open or access this account.

Enclosed with this letter are documents verifying my identity and the fraudulent nature of this claim:

- A copy of my Identity Theft Report/Affidavit.
- A copy of the Police Report filed regarding this incident.
- A copy of my government-issued identification.

Please provide written confirmation that you have received this notice, that you will cease collection efforts, and that you have notified any credit reporting agencies to remove this fraudulent information from my credit file.

Sincerely,

[Your Signature]

[Your Printed Name]