

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

[Date]

[Name of Recipient/Company]  
[Department, e.g., Fraud Department]  
[Address]  
[City, State, Zip Code]

**RE: Notice of Identity Theft and Cease and Desist Order**

Account Number: [Account Number associated with the theft]

To Whom It May Concern,

I am writing to formally notify you that I am a victim of identity theft. I did not authorize the opening of the above-referenced account, nor did I authorize any charges or transactions associated with it. I am disputing this account and all related activity in its entirety.

Enclosed is a copy of my [Identity Theft Report / Police Report] and [Identity Theft Affidavit] as evidence of this crime.

**Formal Request for Resolution:**

- Immediately close this account and cease all collection activities.
- Remove any negative information regarding this account from my credit reports with all credit reporting agencies.
- Provide me with a written acknowledgment that the account has been closed, the debt has been discharged, and the fraudulent records have been corrected.

**Cease and Desist Notice:**

Pursuant to the Fair Debt Collection Practices Act (FDCPA), 15 U.S.C. § 1692c, I am hereby requesting that you immediately cease and desist all further communication with me regarding this fraudulent debt, except for written confirmation of the resolution of this claim. This includes communication via telephone, mail, or email.

Please provide a response regarding the status of this investigation within [30] days of the receipt of this letter.

Sincerely,

[Your Signature]

[Your Printed Name]

**Enclosures:**

[List of documents, e.g., Police Report, FTC Affidavit, Copy of ID]