

Date: _____

[Your name]

[Your address]

[City, State, ZIP]

[Account number or name]

[Name of creditor]

Attn: Billing Inquiries

[Creditor address]

[City, State, ZIP]

FRAUDULENT ACCOUNT RECORD REQUEST

Dear Sir or Madam:

As we discussed on the phone on [date] _____, I am a victim of identity theft. The thief made a fraudulent transaction or opened a fraudulent account with your company using my identity.

Pursuant to federal law, I am requesting that you provide me, at no charge, copies of applications and other records in your control relating to the fraudulent transaction.

Pursuant to the law, I am providing you with the following documentation, so that you can verify my identity:

- a copy of my government-issued identification
- a copy of the police report
- and a copy of my ID Theft Affidavit (form provided by the IRS)

Please provide all information relating to the fraudulent transaction, including: applications, statements, transaction slips, mailing addresses and phone numbers of applicant, investigator's summary, and any other documentation related to the account.

Please send the information to me at the above address and to the officer who is investigating my case: [insert officer's name, address and telephone number].

Thank you.

[Your signature]

[Your name printed]

Instructions: Fill in blanks with your information. Send by certified mail, return receipt requested, to each company where an account was opened, or a transaction was made using your identity. Along with this letter, include a copy of your ID Theft Affidavit and police report. Follow up in 10 days to confirm receipt of the letter and an estimate of when the documentation will be sent to you.