

SAMPLE LETTER TO REPORT IDENTITY THEFT TO POSTAL AUTHORITIES

DATE

Your Name

Your Address

Your City, State, Zip Code

Name of Local US Postal Inspector

Address

City, State, Zip Code

Dear Sir or Madam:

I am writing to notify you that I am a victim of identity theft and to request an identity theft report. *(Describe in detail any information you have regarding the identity theft, including the alleged identity thief, dates and location of the identity theft and the fraudulent acts themselves, such as stealing mail to obtain new credit cards, bank or credit card statements, pre-screened credit offers or tax information; falsifying change of address forms; or obtaining your personal information through any other fraudulent use of the U.S. mail).*

Enclosed are *(include documentation or evidence related to the identity theft, such as copies of your ID Theft Affidavit, debt collection letters and credit reports)*. Please provide the address(es) where mail has been sent in my name and forward all future mail addressed to my name to the address listed above.

Sincerely,

Your Name

Enclosures: (List what you are enclosing.)