

**SAMPLE LETTER TO REPORT IDENTITY THEFT TO OTHER ENTITIES**

DATE

Your Name

Your Address

Your City, State, Zip Code

Your Account Number

Name of Entity

Address

City, State, Zip Code

*[For student loan fraud: School or Program or U.S. Department of Education]*

*[For phone fraud: Telephone Service provider, Public Utility Commission or Federal Communications Commission]*

*[For passport fraud: U.S. Department of State]*

*[For FTC: FTC Identity Theft Clearinghouse]*

Dear Sir or Madam:

I am writing to report that I am a victim of identity theft. *(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). (Describe any corrective actions, if applicable, you are requesting the particular entity take regarding your identity theft).*

Enclosed are *(include documentation or evidence related to the identity theft, such as copies of your police or identity theft report and ID Theft Affidavit).*

Sincerely,

Your Name

Enclosures: (List what you are enclosing.)