

Dear Sir or Madam:

My name is _____ and my address is _____.

I am a victim of identity theft. The thief made a fraudulent transaction or opened a fraudulent account in my name with your company

_____.

Date	Account Number	Transaction

*see attachment for additional information

In accordance with section 609(e) of the Fair Credit Reporting Act, 15 U.S.C. § 1681g(e), I am requesting that you provide me copies of business records relating to the fraudulent transaction or account identified above. The federal law directs that you provide these documents at no charge, and without requiring a subpoena, within thirty (30) days of your receipt of this request.

Please provide all records relating to the fraudulent transaction/account, including:

- (1) Application records, screen prints of internet/phone applications
- (2) Statements, invoices, payment/charge slips, (3) Investigator's summary
- (4) Delivery addresses (5) All records of phone numbers used to activate or access the account (6) Any other documents associated with the account.

I authorize you to provide copies of all documents to the officer on the attached police report, if any.

Sincerely,

_____ Phone _____ Date _____

Enclosures:

- A copy of the police report regarding my identity theft
- A completed & signed FTC Identity Theft Affidavit or alternative affidavit
- Proof of identity
- Other _____

