

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Name of Company/Organization]  
[Department Name, e.g., Fraud Department]  
[Address]

**RE: Request for Records Relating to Identity Theft (Account Number: [Your Account Number if applicable])**

To whom it may concern,

I am writing to formally request copies of all business records relating to the fraudulent activity or account(s) opened in my name as a result of the data breach reported on [Date of Breach]. This request is made pursuant to Section 609(e) of the Fair Credit Reporting Act (15 U.S.C. § 1681g(e)).

I am a victim of identity theft. I have discovered that my personal information was used without my authorization to [describe activity, e.g., open a new credit card/make unauthorized charges].

Please provide the following documentation at no charge to me within 30 days:

- Application records or screen prints of online applications.
- Statements of account, invoices, or billing records.
- Payment records, including checks or wire transfer details.
- Any other records associated with the fraudulent activity.

To verify my identity and support this request, I have enclosed:

- A copy of my government-issued identification (e.g., Driver's License).
- A copy of my Identity Theft Report (e.g., FTC Affidavit or Police Report).

Please send these records to the address listed at the top of this letter. If you have any questions, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [List enclosed documents, e.g., FTC Identity Theft Report, Driver's License copy]