

[My Name]
[My Address]
[My City, State, Zip Code]

[Date]

CERTIFIED MAIL

[Name of Bank]
[Address]
[City, State, Zip Code]

RE: Account No. _____

Dear Sir or Madam:

Enclosed is a copy of my bank statement. I am writing to dispute unauthorized debit charges to my account in the total amount of \$_____. The items are circled on the copy of the attached statement.

I did not make these debits. I am a victim of identity theft . I am requesting that you take the following actions:

- Reinststate the unauthorized debits
- Send me a corrected statement.

Enclosed are copies of documents **[list all the documents you have to support your case, such as a police report, ID Theft Affidavit, etc...]** concerning the unauthorized use of my identity. I am requesting that you correct the fraudulent debits as soon as possible. Please contact me within 10 business days.

Thank you for your anticipated assistance in resolving this problem. Please contact me at **[your telephone number or e-mail]** if you have any questions.

Sincerely,
[My Name]

Enclosures: **[list enclosed documents.]**