

**[Your Name]  
[Your Address]  
[Your City, State, Zip Code]**

**[Date]**

CERTIFIED MAIL

**[Credit Card Company]  
[Address]  
[City, State, Zip Code]**

RE: Account No. \_\_\_\_\_

Dear Sir or Madam:

Enclosed is a copy of my billing statement. I am writing to dispute fraudulent charges on my account in the total amount of \$\_\_\_\_\_. The items are circled on the copy of the attached statement.

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

- Remove the unauthorized charges
- Remove any fees, such as late fees and finance fees related to the fraudulent activity
- 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 charges 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.]**