Sample Letter

(Date)

To Whom It May Concern:
I am disputing an account or charge that was opened or made fraudulently using my personal information on (date). I did not authorize this activity. I request that you close the fraudulent account, remove any related charges, and send written confirmation.

You are hereby notified that on (date), I filed an identity theft report with the Amarillo Police Department. The case # is (xxxx-xxxxxx), a copy of which can be obtained by contacting the APD records Section at (806) 378-6169.

Sincerely,
(Your Name)
(Your Address)