

Sample "Courtesy Notice"

(Date)

Name, Address

Institution Name, Address

Reference Account #: (if known)

To Whom It May Concern:

I am writing you to dispute a fraudulent charge attributed to my account in the amount of \$_____.

I am the victim of identity theft, and I did not make this charge. I am requesting the charge be removed (or the debit be reinstated), that any finance or other charges related to the fraudulent amount be credited as well. Your company is a victim and should file a police report in the appropriate jurisdiction.

You are hereby notified that on (date), I filed an identity theft report with the Turlock Police Department. The case number is _____.

Please investigate this matter and correct the fraudulent charge as soon as possible.

Sincerely,

Name, Address