

# Consumer's Request for Fraudulent Transaction/Account Information (FTC)



Date:

Your Name  
Your Address  
Your City, State, Zip Code  
Your Account Number (if known)

Name of Company  
Address  
City, State, Zip Code

RE: Description of fraudulent transaction/account

Dear Sir or Madam:

As we discussed on the phone, I am a victim of identity theft. The thief [made a fraudulent transaction] or [opened a fraudulent account] in my name with your company. Pursuant to federal law, I am requesting that you provide me copies of application and business records in your control relating to the fraudulent transaction or account identified above. A copy of the relevant federal law is enclosed. This law directs that you provide these documents at no charge.

Pursuant to the law, I am providing you with the following documentation:

- (A) A copy of my driver's license or other government-issued identification card;
- (B) A copy of the police report about the identity theft; and
- (C) A copy of an Identity Theft Affidavit.

Please provide all information relating to the fraudulent transaction or account, including:

- Application records or screen prints of Internet/phone applications
- Statements
- Payment/charge slips
- Investigator's summary
- Delivery addresses
- All records of phone numbers used to activate or access the account
- Any other documents associated with the account.

Please send the information to me at the above address. [If appropriate: In addition, I am designating a law enforcement officer to receive the information from you. This officer is investigating my case. The law enforcement officer's name, address and telephone number are: [insert]. Please also send all documents and information to this officer.]

Sincerely,

[Your Name]

Enclosures:  
FCRA § 609(e); 15 U.S.C. § 1681(g)(e)  
Police Report  
Identity Theft Affidavit  
Copy of Government-issued Identification Card

Source: Federal Trade Commission (FTC).