

Letter to Collection Agencies

[Date]

[Supervisor's name]

[Address]

[City, State, Zip]

Re: Account No: _____

Dear [Supervisor's name]:

This letter will serve as written notification that I am a victim of fraud. The above listed account currently in your office for collection does not belong to me – it was opened fraudulently. I reported this crime to [name of police department] on [date]. The police report number is [number]. I also reported this crime to the U.S. Postal Inspection Service. The [postal inspector] handling my case is [name] and can be reached at [phone number].

Please provide me with documentation of the original fraudulent account. Additionally, please send me any forms necessary for me to initiate removal of this account from my credit report. Do not send me any further threatening letters and do not call me, my employer, or anyone else about this account. If you should need any additional documentation concerning this crime, please contact me at [mailing address]. I request written confirmation that this account has been removed from my credit history.

Thank you very much for assistance in this matter.

Sincerely,

[Signature]

[Name]

[Address]

[City, State, Zip]