

Sample "Courtesy Notice"

(Date)

Dear (Creditor Name/Collection Agency Name):

On (Date), I received your letter demanding payment of (\$\$amount). I did not open this account and incur this unpaid balance. Someone, other than myself, wrongfully used my personal information to obtain a line of credit/ service. Your company extended a line of credit / service to someone, other than myself. 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 Bridgewater Township Police Department. The case number is (_____), a copy of which can be obtained by contacting the Bridgewater Police Department Records Bureau at (908) 725-4044.

Closing,
(Your name and address)