





Date: _____

RE: Unauthorized Credit Inquiry

To Whom It May Concern:



We recently received a copy of our _____ credit report. The credit report showed a credit inquiry by your company that we do not recall authorizing. We understand that without written authorization this request was transacted without our permission. Please have this inquiry removed from our credit file as it has affected our credit negatively. We have sent this letter certified mail to request your prompt response to this matter.

Please be so kind as to forward us documentation that you have had the unauthorized inquiry removed. If you find that we are remiss, and you did have our authorization to inquire into our credit report, then please send us proof of this.

Thank you for your help,

