

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request your assistance in obtaining my credit score assessment for the purpose of my employment application with [Company's Name]. As part of the hiring process, I understand that a review of my credit history may be necessary.

For your records, my full name is [Your Full Name], and my date of birth is [Your Date of Birth]. The last four digits of my Social Security Number are [XXXX].

If required, I am willing to provide additional information or documents to facilitate this inquiry. Please let me know how I can further assist your team in this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]