

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Credit Bureau Name]

[Credit Bureau Address]

[City, State, Zip Code]

Subject: Request for Official Credit Report

Dear [Credit Bureau Name],

I am writing to formally request a copy of my credit report, as per my rights under the Fair Credit Reporting Act. My personal information is as follows:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Social Security Number: [Your SSN]

Current Address: [Your Current Address]

Previous Address (if applicable): [Your Previous Address]

I would appreciate your prompt attention to this matter. Please send my credit report to the address listed above. If you require any further information or documentation, do not hesitate to contact me at the phone number or email address provided.

Thank you for your assistance.

Sincerely,

[Your Name]