

Inquiry Removal Request

[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 Removal of Hard Inquiry

Dear [Credit Bureau Name],

I hope this letter finds you well. I am writing to formally request the removal of a hard inquiry from my credit report. The details of the inquiry are as follows:

- Date of Inquiry: [Date]
- Lender/Company Name: [Company Name]

I understand that inquiries can impact my credit score and my overall creditworthiness. I believe this inquiry was made in error or without my consent, and I would appreciate your assistance in removing it from my credit report.

Enclosed are copies of [any supporting documents, e.g., identification, proof of dispute, etc.] for your reference. I kindly ask that you review this matter and get back to me at your earliest convenience.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]