

Request to Remove Soft Inquiry from Credit Report

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request the removal of a soft inquiry associated with my credit report, which I believe was made in error.

My name is [Your Name], and my Social Security Number is [Your SSN]. The soft inquiry in question was recorded on [Date of Inquiry] for [Purpose of Inquiry]. I understand that soft inquiries do not impact my credit score; however, I am concerned about their presence on my report.

Upon reviewing my credit report, I noticed this inquiry, and I would like to request its removal for the following reasons: [Briefly state your reasons for the appeal, e.g., unauthorized access, error, etc.].

I would greatly appreciate your assistance in resolving this matter promptly. If you require any additional information or documentation from my side, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

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

Sincerely,
[Your Name]
[Your Address]
[City, State, ZIP Code]