Request for Elimination of Soft Inquiry

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Recipient's Position
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the elimination of a soft inquiry recorded in my credit report. The details of the inquiry are as follows:

- **Date of Inquiry:** [Insert Date]
- **Company Name:** [Insert Company Name]
- **Request Reference Number:** [Insert Reference Number if available]

As I understand the significance of soft inquiries in evaluating creditworthiness, I would like to ensure that my credit report accurately reflects my financial behavior. I believe that the mentioned inquiry does not align with my intentions and should be removed.

I appreciate your attention to this matter and look forward to your prompt response. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your time and assistance.

Sincerely,
Your Name