

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

Credit Bureau Name
Credit Bureau Address
City, State, Zip Code

Dear [Credit Bureau Name],

I am writing to formally request the removal of a soft inquiry from my credit file. The inquiry was made on [date of inquiry] by [company name]. I would like to have this inquiry removed for the following reasons:

[Briefly explain the reason for the request]

According to the Fair Credit Reporting Act, I have the right to request corrections to my credit report. I would appreciate your prompt attention to this matter and would like to receive confirmation once the inquiry has been removed.

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]