

# Soft Inquiry Removal Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[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 on my credit report dated [Insert Date of Inquiry]. My understanding is that soft inquiries should not affect my creditworthiness, and I believe this inquiry was made in error.

For your reference, the details of the inquiry are as follows:

- Inquiry Date: [Insert Date]
- Company Name: [Insert Company Name]
- Account Number: [Insert Account Number if applicable]

I appreciate your attention to this matter and kindly request that you update my credit report accordingly. Attached are any documents that support my case.

Thank you for your prompt assistance. I look forward to your response.

Sincerely,

[Your Name]