

# Confirmation of Credit Report Inquiry

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves to confirm that an inquiry regarding your credit report was conducted on [Insert Date of Inquiry]. The details of the inquiry are as follows:

- **Inquiry Type:** [Type of Inquiry]
- **Requested By:** [Name of the Institution/Company]
- **Purpose:** [Purpose of Inquiry]
- **Reference Number:** [Reference Number]

If you have any questions or need further assistance, please feel free to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]