

Credit Report Inquiry Clarification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Credit Reporting Agency's Name]

[Agency's Address]

[City, State, Zip Code]

Dear [Credit Reporting Agency's Name],

I am writing to request clarification regarding an inquiry on my credit report. My name is [Your Name], and my Social Security Number is [Your SSN].

I have recently reviewed my credit report dated [Insert Date of Report], and I noticed an inquiry that I do not recognize: [Insert Description of Inquiry]. I would appreciate it if you could provide me with details regarding the nature of this inquiry including the name of the creditor, date of the inquiry, and any associated account numbers.

Please find attached a copy of my credit report indicating the inquiry in question. I look forward to your prompt response to assist me in clarifying this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]