

Inquiry for Verified Credit History

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request verification of my credit history for employment verification purposes. As part of the hiring process with [Employer's Name], I understand that a review of my credit history is a necessary step.

To assist you in this process, please find my relevant details below:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Social Security Number: [Your SSN]

Please send the verified credit history to my email address provided above or to my mailing address.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]