

Notification Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Need for Verified Credit History for Legal Matters

I am writing to formally request your assistance in obtaining my verified credit history, which is necessary for certain legal matters I am currently addressing.

For legal compliance and verification, it is crucial that I receive an official copy of my credit history. I would appreciate your attention to this matter and kindly request that the documentation be forwarded to me at your earliest convenience.

Please let me know if you require any further information or documentation to process this request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]