Duplicate Inquiry Removal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Credit Card Issuer Name]

[Issuer's Address]

[City, State, Zip Code]

Dear [Credit Card Issuer's Customer Service Department],

I am writing to formally request the removal of a duplicate credit inquiry associated with my recent credit card application submitted on [Insert Application Date]. Upon reviewing my credit report, I noticed that there are two inquiries listed for the same application.

Here are the details of the inquiries:

- **Inquiries:**
- [Date of First Inquiry] - [Reference Number or Details]
- [Date of Second Inquiry] - [Reference Number or Details]

I understand that multiple inquiries for the same credit application can negatively impact my credit score. Therefore, I kindly ask you to review this matter and remove the duplicate inquiry from my credit report.

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

Sincerely,

[Your Name]