

Request for Duplicate Inquiry Removal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Credit Bureau Name]

[Credit Bureau Address]

[City, State, Zip Code]

Dear [Credit Bureau Name],

I am writing to formally request the removal of a duplicate inquiry listed on my credit report. Upon reviewing my credit report, I noticed that there are multiple inquiries for the same creditor on the following date:

Date of Inquiry: [Insert Date]

Creditor Name: [Insert Creditor Name]

I believe this to be an error, as I only authorized one inquiry to be made. Duplicate inquiries can adversely affect my credit score, and I would appreciate your assistance in correcting this matter promptly.

Please find enclosed copies of related documentation for your reference. If you require any further information to process this request, please feel free to contact me at the phone number or email address provided above.

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

Sincerely,

[Your Name]