

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Creditor's Name
Creditor's Address
City, State, Zip Code

Subject: Request for Removal of Duplicate Credit Inquiry

Dear [Creditor's Name],

I am writing to formally request the removal of a duplicate inquiry on my credit report related to my recent mortgage application. The inquiry in question occurred on [Date of Inquiry] and was made by [Creditor's Name]. Upon reviewing my credit report, I noticed that this inquiry appears more than once.

According to the Fair Credit Reporting Act, I am entitled to a fair and accurate credit report, and I believe these duplicate entries may adversely affect my credit score. I kindly ask you to investigate this matter and take the necessary steps to remove the duplicate inquiry from my file.

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

Sincerely,
[Your Name]