

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Subject: Request for Removal of Duplicate Credit Inquiry

Dear [Lender's Name],

I hope this letter finds you well. I am writing to formally request the removal of duplicate inquiries from my credit report related to my application for a personal loan.

On [date of inquiry], I submitted an application for a personal loan with your institution. However, it appears that my credit report reflects multiple inquiries for the same application, which inaccurately affects my credit score.

My personal information is as follows:

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

I kindly request your assistance in reviewing this matter and removing any duplicate inquiries from my credit report to ensure its accuracy.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]