

Demand for Archival Credit Information

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Demand for Archival Credit Information

Dear [Recipient Name],

I am writing to formally request access to my archival credit information as maintained by your organization. As per the Fair Credit Reporting Act, I have the right to obtain my credit information for review and verification.

Please provide me with copies of my credit reports, including any account history, inquiries, and other relevant details from your credit files. For your reference, here are my details:

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

I would appreciate your prompt response to this request within the requisite time frame stipulated by law. Should you require any further information to process my request, please do not hesitate to contact me at the above telephone number or email address.

Thank you for your attention to this matter.

Sincerely,

[Your Name]