

Notification of Credit History Search

Date: [Insert Date]

Dear [Recipient's Name],

This letter is to inform you that we have initiated a search of your credit history as part of our evaluation process for [insert reason, e.g., loan application, rental agreement, etc.].

The search will be conducted with [insert credit bureau name] and may impact your credit score.

If you have any questions or concerns regarding this search, please feel free to contact us at [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[Contact Information]