

Request for Prior Credit Records

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request my credit records from your office. I require this information for [state the purpose, e.g., loan application, financial planning, etc.].

Please include all relevant documents, including:

- Credit history
- Account statements
- Any outstanding balances

My personal details for identification purposes are as follows:

Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Social Security Number: [Your SSN]

I appreciate your prompt attention to this matter and look forward to your response.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]