

# Notification of Credit File Examination

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a notification that a credit file examination will be conducted on [insert date of examination]. This examination is in accordance with applicable laws and is intended to verify the accuracy of the information contained in your credit file.

Please be advised that you have the right to dispute any information you believe to be inaccurate. Should you wish to discuss this examination or if you have any questions, please do not hesitate to contact me at the phone number or email address listed above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]