

# Letter of Clarification Request

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Credit Reporting Agency Name  
Agency Address  
City, State, Zip Code

Dear [Credit Reporting Agency],

I am writing to formally request clarification regarding a tax lien that has appeared on my credit report. My name is [Your Name], and my Social Security number is [Your SSN]. I recently obtained a copy of my credit report and noticed that a tax lien has been reported, dated [Date of Lien], from [State or County].

In order to better understand this entry, I would appreciate detailed information regarding the following:

- The amount of the tax lien;
- Details about the origin of the lien;
- The specific date the lien was filed;
- Any other relevant information pertaining to this lien.

Understanding these details is crucial for me to address the lien appropriately. If this lien is in error or has been satisfied, I would like to kindly request the correction to my credit report.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]