

Application for Credit Report Retrieval

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Credit Reporting Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request my credit report from your agency as permitted by the Fair Credit Reporting Act. My details are as follows:

Full Name: [Your Full Name]

Social Security Number: [Your SSN]

Date of Birth: [Your Date of Birth]

Address: [Your Current Address]

Previous Address (if applicable): [Your Previous Address]

Please let me know if you require any further information or documentation to process my request. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]