

Formal Request for Credit Report Access

[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 Name],

I am writing to formally request access to my credit report as permitted under the Fair Credit Reporting Act. I would like to review the information contained in my report for accuracy and completeness.

My personal information is as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Date of Birth: [Your Date of Birth]
- Current Address: [Your Current Address]
- Previous Address (if applicable): [Your Previous Address]

Please let me know if you require any additional information to process my request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]