

Notification of Credit Report Access Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inform you that I am initiating a request for access to my credit report. As per the Fair Credit Reporting Act, I would like to formally request a copy of my credit report from your agency.

Please find my identification details below:

- Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Date of Birth: [Your DOB]

I appreciate your attention to this matter and request that my credit report be sent to the address listed above.

Thank you for your assistance.

Sincerely,

[Your Name]