

[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 an inquiry regarding the adjustment of my credit score. My name is [Your Full Name], and my Social Security Number is [XXX-XX-XXXX]. My account number with the agency is [Account Number].

Upon reviewing my recent credit report, I noticed discrepancies that may have negatively impacted my credit score. I would appreciate your assistance in investigating these issues and considering an adjustment if warranted.

For your reference, I have attached copies of related documents, including my credit report and any supporting materials that demonstrate my claims.

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

Sincerely,

[Your Name]