

# Letter Template for Credit Report Inspection Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Inspection of Credit Report

I am writing to formally request an inspection of my credit report due to [brief explanation of the reason, e.g., discrepancies noticed, recent financial activity, etc.]. I believe a review is necessary to ensure the accuracy and integrity of my credit information.

For your reference, my details are as follows:

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

I would appreciate your prompt attention to this matter and look forward to your response. Please let me know if any further information or documentation is required.

Thank you for your assistance.

Sincerely,

[Your Name]