

Inquiry Regarding Expungement of Settled Debts

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the possibility of expunging the settled debts listed on my credit report. I have successfully settled these debts and would appreciate any assistance you can provide in removing them from my record.

Details of Settled Debts:

- [Debt Amount] with [Creditor Name]
- [Date of Settlement]

Understanding the impact these items have on my financial standing, I kindly request your guidance on the necessary steps to initiate this process. If further documentation is required, please let me know, as I am eager to resolve this matter swiftly.

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

Sincerely,
[Your Name]