

(Date of Letter)

Credit Bureau
Attn: Reporting Agent

(Street Address)

(City, State and Zip Code)

RE: Request for Credit Report

Dear Reporting Agent:

Recently the undersigned received a notice that a credit report regarding the undersigned had been provided from your agency regarding certain credit standing. This report indicated a (an) (concern, denial, authorizing, request, other) regarding the credit standing of the undersigned. Due to the adverse nature of the report, it is hereby requested that a copy of the report be provided as soon as possible to the undersigned. A complete copy of all matters recorded relative to the undersigned are hereby requested. This request is made pursuant to both federal and state law.

Certain matters contained within the report may be disputed, and for that reason a copy of the report will be needed for appropriate response. Your kind and anticipated cooperation is much appreciated. Thank you in advance.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.