

Request letter to creditor to remove inquiries

Your Name _____

Your Address _____

Your Phone# _____

Creditor's Name _____ Date _____

Department _____

Creditor's Address _____

Dear Creditor,

Re: Account Number _____

This is to bring to your kind notice that my credit report reflects an inquiry from your company which I do not approve. I believe that legally you are not entitled to inquire on any debt amount without my authorization. Therefore, I request you to delete this inquiry from my credit report with immediate effect as because this item is likely to affect my chances of getting new loans/credit.

I have used certified mail to send you this letter so that I'm ensured that you'll receive it and send me a quick response. Please forward me a written document stating that you have accepted my proposal to delete the unauthorized inquiry.

Yours sincerely,

Your Signature

Your Name