

*This is a sample credit report Unauthorized Credit Inquiry letter that you can send to credit bureaus. Use this letter to request validation to or a deletion of inaccurate information on your credit report. Replace the **[bold statements]** with your information.*

**[Your Name]**  
**[Your Address]**  
**[City, State Zip]**

**[DATE]**

**[Name of Company that did the inquiry]**  
**[Their Address]**  
**[City State Zip]**

RE: Unauthorized Credit Inquiry

Dear: [Company Name],

I recently received a copy of my Credit Bureau Name credit report. The credit report showed a credit inquiry by your company that I do not recall authorizing. I understand that you shouldn't be allowed to put an inquiry on my file unless I have authorized it. Please have this inquiry removed from my credit file because it is making it very difficult for me to acquire credit. I have sent this letter certified mail because I need your prompt response to this issue.

Please be so kind as to forward me documentation that you have had the unauthorized inquiry removed. If you find that I am remiss, and you did have my authorization to inquire into my credit report, then please send me proof of this.

Thank you for your help,

**[Your Signature]**

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**[Your name typed]**