

Request to Delete Unauthorized Inquiries



The purpose of this credit repair letter is to delete unauthorized inquiries from your credit report. Many times companies do not have your permission to access your credit report. Too many inquiries will negatively impact your credit score. This credit dispute letter and a copy of your credit report (for each bureau) should be sent via certified mail with a return receipt. Credit bureaus have 30 days to respond to your dispute.

Date: _____

Credit Bureau Agency: _____
Bureau Address: _____
City, State & Zip: _____

To Whom It May Concern,

The purpose of this letter is to inform you that the following companies made unauthorized inquiries on my credit report. I have listed the names of the companies and the dates the inquiries were made.

Company Name:
Date:

Since I did not authorize these companies to obtain my credit report, I ask that these items be removed immediately and my credit score be adjusted accordingly. In addition, I am requesting a copy of my updated credit report reflecting these changes be sent to me immediately. I appreciate your attention in this matter.

This letter was sent by Certified Mail with a return receipt requested. I am expecting a response within 30 days. If I do not hear from you promptly, I will follow up with whatever action that is necessary to cause my report to be corrected.

Name:
Current Address:
City, State & Zip:
Phone Number:

Sincerely,

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