YOUR NAME  
YOUR ADDRESS  
CITY STATE AND ZIP  
SSN: 000-00-0000 | DOB: 00/00/0000

November 20, 2014

Creditor Name  
Address 1  
Address 2

Re: Unauthorized Credit Inquiry

Dear CREDITOR NAME,

I recently received a copy of my 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 to

my address listed above.

Thanking you in advance,

YOUR NAME