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