(**Today’s Date**)

(**Your Name**)

(**Your Address**)

Subject: Inquiry Removal

Dear (**Creditors Name**),

It has come to my attention that my credit report shows an inquiry from your company, which I do not understand. As far as I know you don’t have permission to inquire about any of my debts.

The inquiry on my credit report is likely to affect my credit score and hurt my chances of acquiring new credit in the future. Therefore, I request that you remove this inquiry from my credit report immediately.

Please forward a written document stating that you have accepted my request.

Thank you for your prompt attention to this matter. I very much look forward to getting this resolved as soon as possible.

Sincerely,

(**Your Name**)  
(**Your Address and Contact Information**)