**Remove Credit Inquiries from Your Credit Report**

**Use your own words**

Use this letter to ask for removal of credit inquiries.

Date

Name

Address

Credit Bureau Name

Credit Bureau Address

Re: Request to Remove Unauthorized Credit Inquiry

Dear Sir or Madam,

I recently received a copy of my (insert name of bureau) credit report and I notice there is an unauthorized credit inquiry made by (insert name of creditor). I do not recall authorizing this credit inquiry and I understand you shouldn't be allowed to put an inquiry on my file unless I have authorized it. I am requesting you initiate an investigation into (insert name of creditor) inquiry to determine who requested this credit inquiry.

If you find I was not the one who authorized this inquiry, I ask that it be removed immediately from my credit file. Please be so kind as to forward me documentation that you have had the unauthorized inquiry removed.

If you find that I am in error, then please send me proof of this.

Thank you in advance,

(signature)

(include a copy of your credit report)

Resource: https://www.creditinfocenter.com/forms/