{Name}
{Address}
{Phone #}

{Credit Bureau: Name}
{Credit Bureau: Address}

{Date}

RE: Request for Investigation of Unauthorized Credit Inquiry

Dear Sir or Madam,

I checked my personal credit report, which I acquired from your organization on [insert date of report] and I noticed an unauthorized credit inquiry had been made.

I contacted [inquiry source’s name], who conducted the inquiry and asked them to remove their credit inquiry from my credit profile.

I request that you initiate an investigation into [inquiry source’s name] inquiry on my credit report to determine who authorized the inquiry. If, once your investigation is complete, you find my allegation to be true, please remove the inquiry and send me an updated copy of my credit report at the address listed above.

If you find the inquiry referenced above to be valid, please send me a description of the procedures used in your investigation within 15 business days of the completion of the investigation.

Thank you for your assistance in this matter,

{Signature}

{Printed Name}