

## Letter Requesting a Copy of Your Credit Report

**This package contains:**

1. Instructions & Checklist for Writing a Letter Requesting a Copy of Your Credit Report
2. Letter Requesting a Copy of Your Credit Report

## Instructions & Checklist for a Letter Requesting a Copy of Your Credit Report

- This package contains: (1) Instructions & Checklist for a Letter Requesting a Copy of Your Credit Report; and (2) Letter Requesting a Copy of Your Credit Report.
  
- This form is designed to assist you in drafting a letter to a credit bureau requesting that they send you a copy of your credit report.
  
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
  
- Be sure to sign the letter and to make a copy before sending it out.
  
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
  
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
  
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

September 8, 2009

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

I am writing to request a copy of my credit report; I understand each credit bureau is required to supply a credit report to an individual free of charge if requested (one time per year.)

Here is my required personal information:

NAME: (FIRST, MIDDLE, LAST)  
ADDRESS: (STREET NUMBER, CITY, STATE, ZIP)  
SOCIAL SECURITY NUMBER:  
DATE OF BIRTH:

[Only if moved within the last two years, provide previous mailing address].

Thank you for your prompt response.

Cordially,

[Your Name]