**[Your Name]**

**[Your Address]**

**[Your City, State, Zip Code]**

**[Date]**

Complaint Department

**[Insert the bureau’s address]**

Request for Investigation of Unauthorized Inquiry

Dear Sir or Madam,

I received a copy of my credit report from your organization on **[insert date of report]** and I noticed an unauthorized inquiry had been made by **[Insert name of creditor]**.

I contacted **[creditor]** and asked them to remove their credit inquiry from my credit profile.

I request that you initiate an investigation into **[creditor’s]** inquiry on my credit report to determine who authorized the inquiry. If you find that I did not authorize the inquiry, please remove inquiry from my credit file and send me an updated copy of my credit report.

If, however, you find the inquiry 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.

Sincerely,

**[Your name]**

Enclosures: **[List what you are enclosing.]**