

Certified Mail - Return Receipt Requested

[Your Name]
[Your Address]

[Date]

[Name of Company]
[Address of Company]

Re: [Your Name — SS#]
[Your Address]

Dear Sir/Madam:

My credit report from [Credit Bureau(s) Name] shows that you received a copy of my credit report on [Date(s)]. Please inform me of the reason for which you accessed my credit data and send me whatever documentation you have that shows that you had a legal right to do so.

In particular I would like you to provide me with copies of the following documents and regenerations of any computerized information of the same type:

1. Any application for credit received by you
2. Any other written or recorded information used in evaluating the application for credit
3. Any written notification to me of any action taken on any application for credit
4. Any written notification to me of any reasons for denying any application for credit.

Please send these to me at the following address:

[Insert address where you want copies sent to]

Very Truly Yours,

[Sign your name here]

[Your Name - typed or printed]