Date

Dear Sir/Madam, Re: Account Number

This is to bring to your attention that my credit report reflects an inquiry from your company that I do not approve. You are not legally entitled to access my credit report without my authorization. Therefore, I request that you delete this inquiry from my credit report immediately, because this inquiry will affect my chances of getting new loans/credit.

Please forward me a written document stating that you have accepted my proposal to delete this unauthorized inquiry.

Sincerely,

Your Signature