

(Date of Letter)

(Name of Bank)
Attn: Credit Department

(Street Address)

(City, State and Zip Code)

RE: Credit Reporting

Dear Credit Clerk:

Recently some concern has arisen over reporting practices to a Credit Bureau relative to the undersigned. Kindly provide the undersigned with a complete copy of your credit reporting practices, the names of the agencies to which any credit standing is reported; the frequency the reporting is compiled; whether the reporting is provided with or without request, and if it is without request, indicate under what circumstances; along with copies of all documents used to transmit credit reporting relative to the undersigned. Please understand that this request is designed for the purpose of my completing personal records.

It is understood that all credit reporting matters are maintained on a confidential basis by your institution and, in that regard, please assure the undersigned that such is the case by providing a copy of your policies relative to credit reporting and confidentiality regarding individual credit. Kindly also provide copies of any written requests or transmittals, electronic or otherwise, which have been provided to you or from you in regard to any source relative to credit requests for the undersigned. Thank you for your cooperation in this matter.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.