

Date

Equifax Credit Information Services, Inc.  
P.O. Box 740241  
Atlanta, GA 30374

TransUnion LLC  
Consumer Disclosure Center  
P.O. Box 1000  
Chester, PA 19022

Experian  
National Consumer Assistance Center  
P.O. Box 2002  
Allen, TX 75013

Re: Request a credit report.

Dear Sir or Madam:

In accordance with the Federal Fair Credit Reporting Act, I am sending this letter to request a copy of my credit report.

To expedite my request, here is my personal information:

- Your full name
- Your Social Security number
- Your date of birth
- Your full address (street, city, state, Zip Code)
- Your home telephone number

Please include all sources for the information and the complete records of any distribution of credit information to any parties by any sources.

Enclosed, you will find my payment of amount to cover cost of the report.

If you are seeking a copy of your credit report because you recently were denied credit, mention that here. You are entitled to a free copy of your credit report if you request it within 60 days of the date that a creditor said "no" because of something in your file. Let the credit agency know that's why you want your report:

On [specific date] I was declined credit by [name of creditor]. Enclosed you will find a copy of the letter from the creditor refusing me credit. Please do not share this information with any other agency.

Any other details you would like to add about the report or your credit in general should be detailed here.

Thank you for your prompt attention to my request.

Your Signature  
Your Name  
Your Address  
City, State and Zip Code