



John Smith
123 Address
Chicago, IL 60007
301.222.2222

Chase Bank
123 Address
New York, NY 10003
03/1/19

Dear Sir,

Re: 12345

This is to bring to your notice that my credit report shows an inquiry from your company, which I do not understand. As far as I know you are not permitted to inquire about any of my debt amounts without my authorization.

The presence of such items on my credit report is likely to affect my credit worthiness and hamper my chances of acquiring new credit. Therefore, I request that you remove this inquiry from my credit report immediately.

Please forward a written document stating that you have accepted my request.

I am expecting an early response from you.

Sincerely,

John Smith