

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

Consumer Financial Protection Bureau
1700 G Street NW
Washington, D.C. 20552

RE: Response to CFPB Inquiry [Case/Reference Number]

Consumer Name: [Consumer Full Name]
Account Number: [Partial Account Number]

Dear CFPB Representative,

This letter is in response to the inquiry received on [Date] regarding a complaint filed by [Consumer Name]. [Company Name] has completed its review of the concerns raised.

Summary of Complaint:

The consumer expressed concerns regarding [Briefly summarize the issue, e.g., billing error, credit reporting, or collection activity].

Company Investigation and Findings:

Upon receipt of this inquiry, we conducted a thorough review of our internal records. Our investigation found that [Provide a detailed explanation of what happened, including dates and specific actions taken by the company].

Resolution:

Based on our findings, we have taken the following actions:
[List actions, e.g., "The account has been updated to reflect a zero balance," or "A request to update the credit reporting agencies has been submitted."]

Closing:

We believe this response addresses the consumer's concerns. Should you require any additional information or documentation regarding this matter, please contact our compliance department at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Printed Name]
[Title]
[Company Name]