

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Last 4 Digits of SSN]

[Date]

ChexSystems, Inc.  
Attn: Consumer Relations  
7805 Hudson Road, Suite 100  
Woodbury, MN 55125

**RE: Acknowledgment of Inquiry and Request for Consumer Report**

To Whom It May Concern,

I am writing to acknowledge a recent inquiry regarding my consumer profile and to formally request a copy of my ChexSystems consumer report.

I was recently informed by [Financial Institution Name] that my application for an account was impacted by information provided by your agency. Under the Fair Credit Reporting Act (FCRA), I am entitled to a free copy of my report to review the accuracy of the information you have on file.

Please send my full consumer report to the mailing address listed above. I have included my personal details to verify my identity. If there are any additional requirements needed to process this request, please notify me immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]