

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name or Department]
[Financial Institution/Credit Bureau Name]
[Address]
[City, State, Zip Code]

Subject: Resolution of Outstanding Credit Inquiry - [Reference Number/Account Number]

Dear [Recipient Name],

I am writing to follow up on my previous inquiry dated [Date of original inquiry] regarding the credit entry listed on my credit report from [Company Name].

As of this date, I have not received a formal resolution regarding the following item:

- **Inquiry Date:** [Date]
- **Organization Name:** [Name]
- **Reason for Dispute:** [e.g., Unauthorized inquiry / Error in reporting]

I have attached the necessary documentation supporting my request for the removal or correction of this item. Please investigate this matter immediately and provide a written confirmation once the resolution is complete.

I look forward to receiving an updated copy of my credit report reflecting these changes within [Number] business days.

Sincerely,

[Your Signature]

[Your Printed Name]