

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Annual Credit Report Request Service
P.O. Box 105281
Atlanta, GA 30348-5281

Re: Request for Credit Report
Social Security Number:
Date of Birth:

To Whom It May Concern:

I am requesting my annual free copy of my credit report. Please mail the report to the return address listed above. I am also requesting that all but the last four digits of my social security number be blocked in your records.

Sincerely,

N A M E