[Date]

[Credit Reporting Company Name]

[Credit Reporting Company Address]

Dear Sir/Madam

Request for Credit Report

Please provide me with a copy of my credit report.

I enclose a copy of [driver’s licence / birth certificate / Proof of Age card] and a [energy bill / bank statement or other official document with your name and address on it]

My identity details are as follows:

Full name: [insert]

Date of birth: [insert]

Day time telephone number: [insert]

Sex: [insert]

Drivers Licence Number: [insert]

Current Address: [insert]

Previous Address: (Only include this if you have moved in the last 5 years) [insert]

Current Employer or previous employer: [insert]

I look forward to receiving my credit report as soon as possible and within ten (10) days of this request.

Yours faithfully,

[Your Name]