

Sample Personal Credit Report Letter

Please use this **sample** letter to obtain your personal Credit Report, should you wish to do this by post, alternatively you can get your personal credit details via the website (see website addresses). Send a letter with your personal details, to the credit reference agency of your choice (see list below). Ensure that you enclose a cheque for the appropriate amount made payable to the relevant credit reference agency.

Do not send this letter to TfL Property. When you receive your personal Credit Report history, please send this to us, along with your completed application form.

You can send your letter, or apply online to either of the following Credit Reference Agencies:-

- Customer Help Service, Experian, PO Box 8000 Nottingham NG1 5GX – www.experian.co.uk
- Equifax, PO Box 1140, Bradford BD1 5US – www.equifax.co.uk
- Callcredit PO Box 491 Leeds LS3 1WZ – www.callcreditcheck.com

From:-
Your name
Your address
Your Postcode
Your Telephone number

Date

To: (One of your preferred Credit References Agencies, see addresses above)

Dear Sir,

Data Protection Act – Personal Credit File – Your Name

Please forward details of all information held on my personal credit file for the last six years in accordance with the details shown at the top of this letter.

I enclose the fee, which I understand is currently £.....

An early reply would be most appreciated.

Yours faithfully,

Your Name.