

# Credit Reference Sample Letter

123 Any Street  
Anytown  
A48 6EC  
23 April 2090

Dear Credit Reference Agency,

Under section 7 of the Data Protection Act 1998 please send me a copy of my credit reference file containing the information that affects my credit status. I enclose a postal order or cheque for £2.

I have lived at the above address for three years. Before that I lived at 789 High Street, Anytown, A43 9DF.

I expect you to respond within 7 working days of receiving this letter.

Yours faithfully,

Your Name/Signature