

April 19, 2023
Tenant Screening Service A

To Whom It May Concern:

I am writing to request a copy of the tenant screening report that was used to evaluate my rental application. As a tenant, I am entitled to this information under the Fair Credit Reporting Act (FCRA). According to the FCRA, I have the right to request a copy of this report once per 12-month period.

Please send me a copy of the tenant screening report as soon as possible. I am attaching my information with my identification. I prefer to receiving the copy of the report via my email.

Thank you for your prompt attention to this matter. Please let me know if you have any questions or concerns.

Sincerely,

Personal Information

Name

Date of Birth

Email

Social Security Number

Address

*Name of business (ex. property
management co., landlord) who
ran my report:*