

Sample Letter of Intent

Dear Credit Bureau:

We are request the privilege of ordering credit reports for the permissible purpose of employment screening. We understand the job descriptions and job responsibilities must indicate the need for this Consumer Report.

The nature of our business is _____. We are a (local / regional / national) company and intend to use approximately _____ credit reports per month.

We further understand that these reports do not contain any credit-worthiness information and cannot be used for credit-worthiness decisions.