

**Credit Records
Request Letter**

Re: State of Ohio v. _____

Dear Madam/Sir:

Please be advised that _____ is representing _____ in the above referenced matter. The information requested herein is necessary for a detailed social history to be completed on his behalf.

In an effort to properly represent Mr. _____, we are requesting that you provide us with any and all of his credit records. These records should include, but are not limited to:

- Dates of all loan applications and name of lending institutions;
- Amounts loaned;
- Monthly payment amounts;
- Any collection efforts used such as court suits, garnishment, etc. and final resolution and current status on loans;
- Denial of any loan applications and reasons why;
- Possessions used as collateral;
- Co-signers on any loan applications;
- Civil judgements or bankruptcies;
- Any other special circumstances related to loan applications;
- Any other records.

To assist you in locating these records, Mr. _____'s birthdate is _____ and his social security number is _____.

In addition to our records request stated above, please indicate the name of your agency's custodian of records, as it may be necessary to have the authenticity of the documents verified.

Please certify the records.

An authorization for release of all such records is enclosed for your files. Thank you for your assistance.

Please mail and/or fax this information to my attention.

Sincerely,

Enclosure