Attention <NAME OF AGENCY> -

I would like to request the following.

1. Please lock my minor child’s credit file. I understand you may need to create a file, if one is not found.
2. Once created please place a FREEZE on that file.

Included in this letter are the documents you request to freeze the file. <LIST ALL INCLUDED DOCUMENTS>

Thank you, <INCLUDE NAME, PHONE & EMAIL> with your signature.