

# Correction Notice for Credit Report Discrepancies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To: [Credit Reporting Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Credit Reporting Agency],

I am writing to formally dispute certain inaccuracies in my credit report obtained from your agency. My details are as follows:

**Name:** [Your Name]

**Social Security Number:** [Your SSN]

**Report Reference Number:** [Reference Number]

Upon reviewing my credit report, I noticed discrepancies regarding the following accounts:

- **Account Name:** [Name of Creditor]
- **Account Number:** [Account Number]
- **Issue:** [Description of the discrepancy]

I have attached relevant documentation to support my claim. Please review these items and take the necessary steps to correct the inaccuracies in my credit file.

Thank you for your prompt attention to this matter. I look forward to your response within the stipulated timeframe as per the Fair Credit Reporting Act. Should you need any more information, please feel free to contact me.

Sincerely,

[Your Name]