

Notification of Credit Reporting Error Correction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Credit Reporting Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Credit Reporting Agency Name],

I am writing to notify you of an error in my credit report that I believe requires correction. My name is [Your Full Name], and my Social Security number is [Last Four Digits of SSN].

Upon reviewing my credit report, I found the following inaccuracies:

- [Description of the error]
- [Any supporting details or account numbers]

Please confirm receipt of this notification and let me know the outcome of your investigation.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]