

Letter of Request for Credit Ratio Error Correction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a correction to the credit ratio reported on my account, [Account Number], due to an error that I have identified.

Upon reviewing my recent statements, I noticed that my credit ratio appears to be inaccurate. [Briefly describe the nature of the error and how it was identified, for example, "The reported total debt amount does not reflect my latest payment."].

To assist in the resolution of this matter, I have attached relevant documentation, including [list any attached documents, such as payment receipts or previous statements]. I kindly request that you review this information and correct my credit ratio accordingly.

Thank you for your attention to this matter. I look forward to your prompt response and the correction of my credit ratio. Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]