

Credit Reporting Agency

Address Line 1

Address Line 2

City, State, Zip Code

Date: [Insert Date]

Subject: Request for Removal of Settled Account from Credit Report

Dear [Credit Reporting Agency],

I am writing to formally request the removal of a settled account from my credit report. Below are the details of the account:

Account Name: [Creditor Name]

Account Number: [Account Number]

Date of Settlement: [Settlement Date]

Type of Account: [Type (e.g., credit card, loan)]

This account has been marked as settled and I believe that its continuation on my credit report is no longer justified. I have attached all relevant documentation that confirms the settlement.

In accordance with the Fair Credit Reporting Act, I kindly request that you investigate this matter and remove this account from my credit report.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]