

Creditor Information Correction Request

Your Name: [Your Full Name]

Your Address: [Your Address]

Your City, State, Zip: [City, State, Zip]

Your Phone Number: [Your Phone Number]

Your Email: [Your Email]

Date: [Date]

To: [Creditor's Name]

Credit Reporting Company: [Credit Reporting Company Name]

Address: [Creditor's Address]

Dear [Creditor's Name or Department],

I am writing to request a correction to the information reported to [Credit Reporting Agency] regarding my account with your company. The details of the account are as follows:

- Account Number: [Your Account Number]
- Reported Information: [Incorrect Information]
- Correct Information: [Correct Information]

I have attached supporting documents that verify the correct information. Please investigate this matter and correct the information as soon as possible.

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

Sincerely,

[Your Full Name]

[Your Signature if sending a hard copy]