

Request for Creditor Information Refresh

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I am writing to formally request a refresh of my creditor information on file. As a [mention your status, e.g., customer, account holder], I believe that having accurate and up-to-date information is essential for both parties.

Please provide me with the latest details regarding my account, including any outstanding balance, payment history, and any other relevant information.

Your prompt attention to this matter would be greatly appreciated. Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]