

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Credit Company Name
Company Address
City, State, Zip Code

Dear [Credit Company Representative/Manager's Name],

I am writing to formally request a correction to my account type on file with your company. My name is [Your Name], and my account number is [Your Account Number].

Upon reviewing my account, I have noticed that my account is inaccurately categorized as [Incorrect Account Type]. However, it should be classified as [Correct Account Type]. This discrepancy has caused [mention any specific issues resulting from the incorrect account type, if applicable].

I kindly request that you review my account details and make the necessary adjustments to ensure that my account is accurately reflected. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,
[Your Name]