

Dispute Letter for Credit Report

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

[Credit Reporting Agency Name]
[Agency Address]
[City, State, Zip Code]

Subject: Dispute of Negative Mark on Credit Report

Dear [Credit Reporting Agency Name],

I am writing to dispute the following information that appears on my credit report dated [insert date of credit report]. I believe this information is inaccurate and should be removed from my report:

- Account Name: [Insert Account Name]
- Account Number: [Insert Account Number]
- Reported Date: [Insert Date]
- Issue: [Brief Description of the Dispute]

I have attached supporting documentation to substantiate my claim, including [list documents such as payment confirmation, correspondence, etc.]. I kindly request that you investigate this matter and remove the negative marks associated with this account from my credit report.

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

Sincerely,

[Your Name]