

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request dated [insert date of the original request], regarding the deletion of long-standing negative information associated with my account/credit report.

As discussed, this information has been detrimental to my financial standing and personal well-being. I would greatly appreciate your assistance in the review of this matter and the consideration for the removal of such entries.

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

Sincerely,

[Your Name]