

# Critical Notice

**Date:** [Insert Date]

**Your Name:** [Insert Your Name]

**Your Address:** [Insert Your Address]

**City, State, Zip:** [Insert City, State, Zip]

**To:** [Credit Reporting Agency Name]

**Address:** [Credit Reporting Agency Address]

**City, State, Zip:** [Credit Reporting Agency City, State, Zip]

## **Subject: Request for Modification on Credit Report**

Dear [Credit Reporting Agency Name],

I am writing to formally request modifications to my credit report as it contains inaccuracies that have affected my credit standing. The details are as follows:

<b>Item Description</b>	<b>Status on Credit Report</b>	<b>Requested Modification</b>
[Item Description 1]	[Current Status]	[Requested Change]
[Item Description 2]	[Current Status]	[Requested Change]

Attached are the relevant documents supporting my request. Please review my information and make the necessary adjustments to reflect accurate data.

Thank you for your prompt attention to this matter. I look forward to your response within the stipulated time frame.

Sincerely,

[Your Signature (if sending hard copy)]

[Your Printed Name]

[Your Contact Information]