

# Letter of Inquiry Regarding Credit Report Discrepancies

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

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

Dear [Name of Contact or "To Whom It May Concern"],

I am writing to you regarding discrepancies found in my credit report dated [insert date of the report]. After reviewing the report, I noticed the following inaccuracies:

- [Description of the discrepancy #1]
- [Description of the discrepancy #2]
- [Description of the discrepancy #3]

I kindly request a thorough investigation into these discrepancies, as they are affecting my credit standing. Attached are copies of any relevant documentation that supports my claims.

Please confirm the receipt of this letter and inform me of the steps you will take to resolve this matter. I look forward to your prompt response.

Thank you for your attention to this important matter.

Sincerely,  
[Your Name]