

Letter of Demand for Credit Report Amendment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Credit Reporting Agency Name]

[Agency Address]

[City, State, Zip Code]

Subject: Urgent Request for Amendment to Credit Report

Dear [Credit Reporting Agency],

I am writing to formally request an immediate amendment to my credit report, which I recently reviewed and found to contain inaccuracies. My personal information is as follows:

Name: [Your Full Name]

Social Security Number: [Your SSN]

Date of Birth: [Your DOB]

The specific inaccuracies found in my credit report are as follows:

- [Description of the inaccuracy 1]
- [Description of the inaccuracy 2]
- [Description of the inaccuracy 3]

It is crucial that these inaccuracies are corrected by [Insert Deadline Date], as they may adversely affect my ability to secure credit. I have enclosed documentation that supports my claims, including [List enclosed documents, if any].

Please confirm receipt of this letter and provide updates regarding the status of my request. I trust your agency will give this matter the urgency it deserves.

Thank you for your prompt attention to this important issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]