

# Remediation Request for Credit Report Mistakes

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

Date: [Date]

[Credit Bureau Name]  
[Credit Bureau Address]  
[City, State, Zip Code]

## Subject: Request for Correction of Credit Report Errors

Dear [Credit Bureau Name],

I am writing to formally request a correction of inaccuracies on my credit report. My name is [Your Full Name] and my Social Security Number is [Your SSN]. I have recently obtained a copy of my credit report from your bureau dated [Date of Report].

Upon review, I noticed the following discrepancies:

- [Describe the mistake, e.g., "Account No. 123456 is listed as delinquent while it has been paid in full."]
- [Another mistake, e.g., "An account that does not belong to me, Account No. 654321."]

Attached to this letter are copies of the relevant documents supporting my claim, including:

- [Document Name]
- [Document Name]

I kindly request that you investigate these discrepancies and correct them as per the Fair Credit Reporting Act, ensuring that my credit report is accurate. Please send me a written confirmation of your findings and any changes made to my report.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]