

# Request for Credit Report Correction

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Credit Bureau Name]

[Credit Bureau Address]

[City, State, ZIP Code]

## **Subject: Request for Correction of Credit Report**

Dear [Credit Bureau Name],

I am writing to formally request a correction to my credit report. After reviewing my credit file, I have identified an error that requires immediate attention. The error is as follows:

[Describe the error in detail, including any relevant account numbers and information.]

According to the Fair Credit Reporting Act, I am entitled to an accurate report. I have attached relevant documents to support my claim, including [list any included documents, such as statements or letters].

I kindly ask that you investigate this matter and make the necessary corrections to my credit report as soon as possible. Please notify me of the results of your investigation.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]