

# Letter of Appeal for Business Credit Report Amendment

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally appeal for an amendment to the business credit report associated with [Your Business Name], under the identification number [Insert ID Number]. Upon reviewing our report, I have identified some discrepancies that I believe require correction.

Specifically, [describe the inaccuracies briefly, including the incorrect information and the correct information]. Attached are supporting documents, including [list any documents you are attaching, such as invoices, bank statements, etc.], which validate my claims.

We have always strived to maintain a positive credit history and believe that correcting these errors is crucial for our continued partnership with our creditors. I kindly ask that you investigate these inaccuracies and make the necessary adjustments at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]