

Letter of Explanation for Discrepancies in Business Credit Report

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Credit Bureau/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide an explanation regarding the discrepancies noted in our business credit report dated [Insert Date]. We appreciate the opportunity to clarify these issues and ensure the accuracy of our credit profile.

The discrepancies identified include:

- [Description of Discrepancy 1]
- [Description of Discrepancy 2]
- [Description of Discrepancy 3]

These issues arose due to [brief explanation of the reason for discrepancies, e.g., clerical errors, miscommunication, etc.]. We have since taken steps to rectify these matters, including [actions taken to resolve the issues].

We value our relationship with your organization and are committed to maintaining accurate and responsible credit reporting. Please find attached supporting documentation to corroborate this explanation.

Thank you for your attention to this matter. Should you require any further information or clarification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]