

Inquiry for Business Credit Information Revision

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Credit Reporting Agency Name]

[Agency Address]

[City, State, ZIP Code]

Dear [Credit Reporting Agency],

I am writing to request a revision of the business credit information associated with [Your Company Name], with the business identification number [Business ID/Tax ID].

Upon reviewing our company's credit report, I have identified several discrepancies that need to be addressed. Specifically, [briefly explain the inaccuracies and your supporting evidence].

To assist with the correction process, I have included relevant documentation that supports our claims as attachments to this letter.

I kindly request that you review the attached documents and revise our business credit report accordingly. Please confirm receipt of this inquiry and let me know the next steps in the revision process.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]