

# Request for Business Credit Profile Modification

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

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

Dear [Credit Bureau Contact/To Whom It May Concern],

I am writing to formally request a modification to the business credit profile of [Your Company Name], with the associated account number [Account Number/Reference Number].

Due to [briefly explain reason for modification request, e.g., correction of information, reporting errors, etc.], I believe that the following modifications are necessary:

- Modification 1: [Description of the change needed]
- Modification 2: [Description of the change needed]
- Modification 3: [Description of the change needed]

Attached to this letter, you will find the required documents to support this request, including [list any documents such as previous credit reports, corrections needed, etc.].

Please let me know if you require any additional information or documentation to facilitate this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]