

# Update Request for Business Credit Reporting

Date: [Insert Date]

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

[Credit Reporting Agency Name]  
[Agency Address]  
[City, State, Zip Code]

Dear [Credit Reporting Agency Contact Name],

Subject: Request for Update on Business Credit Report

I am writing to formally request an update to our business credit report as maintained by your agency. Our company, [Your Company Name], has made significant strides in improving our creditworthiness since our last report.

Specifically, we would like to update the following information:

- [Detail the specific information that needs to be updated, e.g., payment history, credit utilization, etc.]
- [Provide any relevant documentation to support your request]

We believe that these updates will more accurately reflect our current business standing and financial position. Please update our files accordingly and provide confirmation once the modifications have been made.

Thank you for your attention to this matter. Should you require any further information or documentation, please do not hesitate to contact me at the number or email provided above.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Position]