

Request for Rectification of Credit Assessment

Your Name
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 formally request a review and rectification of my credit assessment, as I believe there is an error that has adversely affected my credit score.

My details are as follows:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Social Security Number (last four digits): [Last Four Digits]

After reviewing my credit report dated [Date of Report], I noticed the following inaccuracies:

- [Detail of Inaccuracy 1]
- [Detail of Inaccuracy 2]
- [Detail of Inaccuracy 3]

Enclosed are copies of relevant documentation to support my claim. I kindly request that you investigate this matter and rectify any inaccuracies that may be present in my credit report.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]