

Inquiry Regarding Credit Assessment Discrepancies

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name

Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inquire about discrepancies I have noticed in my recent credit assessment report (Reference Number: [XXXXXXXX]).

Upon reviewing the report, I observed the following inconsistencies:

- [Discrepancy 1]
- [Discrepancy 2]
- [Discrepancy 3]

I would appreciate it if you could provide further clarification on these matters and assist me in rectifying any errors present in my credit file. Please let me know what documentation or additional information you might require from my side to expedite the review process.

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

Sincerely,

[Your Name]