

Request for Reconsideration

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Reconsideration of Credit Assessment Errors

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a reconsideration of the recent credit assessment conducted by your agency, dated [insert date of assessment]. Upon reviewing the report, I have identified several errors that I believe have adversely affected my credit score.

Specifically, the following issues were noted:

- [Describe the first error, including relevant details]
- [Describe the second error, including relevant details]
- [Add any additional errors if applicable]

I kindly request that you review the aforementioned errors and take the necessary steps to correct them in your records. I have attached supporting documentation to substantiate my claims.

Thank you for your attention to this matter. I appreciate your time and consideration, and I look forward to your prompt response.

Sincerely,

[Your Name]