

Confirmation of Adjusted Credit Repayment Record

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to confirm the adjustments made to my credit repayment record as per our recent discussions. I appreciate your assistance in rectifying the discrepancies that were affecting my credit history.

As of [Insert Date of Adjustment], the following changes have been made:

- Loan Account Number: [Insert Account Number]
- Previous Due Amount: [Insert Previous Amount]
- Adjusted Due Amount: [Insert Adjusted Amount]
- New Payment Schedule: [Insert Payment Terms]

Please let me know if you require any further information or documentation to finalize these adjustments. I look forward to your confirmation regarding this matter.

Thank you for your prompt attention to this issue.

Sincerely,

[Your Name]