

Resolution Request for Credit Repayment Discrepancy

[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 am writing to formally request a resolution regarding a discrepancy I have noticed in my credit repayment record associated with my account number [Account Number].

I have thoroughly reviewed my transactions and identified an error that may impact my credit score. The payments made on [dates of payments] do not reflect accurately on my account statement.

I kindly ask for your assistance in resolving this matter. I have attached relevant documents, including payment receipts and account statements for your reference.

Thank you for your attention to this issue. I look forward to your prompt response and resolution of this discrepancy.

Sincerely,

[Your Name]