

Letter of Credit Report Correction Request

Date: [Insert Date]

To: [Credit Reporting Agency Name]

Address: [Agency Address]

Dear [Recipient's Name],

I am writing to formally request a correction to my credit report. My name is [Your Full Name], and my Social Security Number is [Your SSN]. I have reviewed my credit report and identified inaccuracies that I believe are negatively affecting my credit score.

The following information is incorrect:

- Account name: [Account Name]
- Account number: [Account Number]
- Incorrect information: [Describe the inaccuracy]

I have attached documentation supporting my claim, including [list any attached documents, e.g., payment receipts, account statements].

I appreciate your prompt attention to this matter and request a written response regarding the resolution of my request.

Thank you for your assistance.

Sincerely,

[Your Full Name]

[Your Address]

[Your City, State, Zip Code]

[Your Phone Number]

[Your Email Address]