

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

Credit Bureau Name
Credit Bureau Address
City, State, Zip Code

Dear [Credit Bureau Name],

I am writing to formally dispute the information in my credit report dated [Report Date]. I have reviewed my report and found inaccurate information regarding [specific account or item].

The items in question are:

- Account Name: [Account Name]
- Account Number: [Account Number]
- Inaccurate Information: [Description of the error]

I have attached documentation to support my dispute, including [list of attached documents]. I request that you investigate this matter and correct or remove the inaccurate information from my credit report.

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

Sincerely,
[Your Name]