

Letter for Rectifying Credit Report Discrepancies

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Credit Bureau's Name]

[Credit Bureau's Address]

[City, State, Zip Code]

Dear [Credit Bureau's Name],

I am writing to formally request a correction to my credit report as I have identified discrepancies that need to be rectified.

The discrepancies are as follows:

- [Describe the first discrepancy, including relevant account numbers, amounts, and inaccurate information]
- [Describe the second discrepancy, including relevant account numbers, amounts, and inaccurate information]

I have enclosed copies of supporting documents that verify my claims, including [list of documents].

According to the Fair Credit Reporting Act, I request that you investigate these discrepancies and make the necessary corrections to my credit report. I would appreciate a written confirmation of the results of your investigation.

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

Sincerely,

[Your Name]