

Credit File Error Report

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally report an error in my credit file. My name is [Your Full Name], and my Social Security number is [XXX-XX-XXXX]. I recently obtained a copy of my credit report and noticed the following discrepancies:

- [Describe the error, e.g., Incorrect account balance or account not belonging to you]
- [Additional errors, if any]

I believe these entries are inaccurate, and I would like to request a thorough investigation and correction of these errors. I have attached copies of relevant documentation to support my claim.

Please respond to this matter at your earliest convenience. I appreciate your attention to this important issue.

Thank you for your cooperation.

Sincerely,

[Your Name]