

Request for Credit Report Update

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Credit Reporting Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Credit Reporting Agency Name],

I am writing to formally request an update to my credit report. My name is [Your Name], and my Social Security Number is [Your SSN]. I have recently noticed discrepancies in my credit report that I would like to address.

The specific items in question are:

- [Describe Item 1]
- [Describe Item 2]
- [Describe Item 3]

Enclosed are copies of documents that support my claim.

I kindly ask that you review my request and update my credit report accordingly. Please inform me of any changes made or if you require further information.

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

Sincerely,

[Your Name]