

# Letter of Clarification for Credit Report Mistakes

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Credit Bureau Name]

[Credit Bureau Address]

[City, State, Zip Code]

Dear [Credit Bureau Name],

I am writing to formally dispute inaccuracies in my credit report dated [Insert Date of Credit Report]. Upon reviewing the report, I noticed the following discrepancies:

- Account Name: [Incorrect Account Name] - [Describe the mistake]
- Account Number: [Incorrect Account Number] - [Describe the mistake]
- Reporting Agency: [Agency Name] - [Describe the mistake]

Attached are documents that support my claims, including [list of supporting documents]. I request that you investigate these matters and correct the errors as required under the Fair Credit Reporting Act.

Please confirm receipt of this letter and provide me with an update on your investigation within the standard timeframe.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]