

Correction Request for Credit Report

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip Code: [City, State, Zip Code]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

[Credit Bureau Name]

[Credit Bureau Address]

City, State, Zip Code: [City, State, Zip Code]

Subject: Request for Correction of Credit Report

Dear [Credit Bureau Name],

I am writing to formally request a correction to my credit report. I have recently reviewed my credit report and identified an error that needs to be rectified. The specific information in question is as follows:

Account Name: [Account Name]

Account Number: [Account Number]

Description of the Error: [Description of the Error]

I have attached supporting documentation to validate my claim. Please investigate this matter and update my credit report accordingly.

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

Sincerely,

[Your Name]