

Request for Credit Report Correction

Your Name: [Your Name]

Your Address: [Your Address]

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

Email Address: [Your Email]

Phone Number: [Your Phone Number]

Date: [Current Date]

Credit Reporting Agency Name: [Agency Name]

Agency Address: [Agency Address]

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

Dear [Agency Name],

I am writing to formally request a correction to my credit report. My name is [Your Full Name] and my Social Security Number is [Your SSN]. I have reviewed my credit report and have identified an error that I would like to address.

The error in question is [describe the error in detail, including the account number or specific item in question]. This information is inaccurate because [explain why the information is incorrect].

I have attached supporting documents that verify my claim, including [list documents, e.g., payment receipts, court documents, etc.]. Please investigate this matter and make the necessary corrections to my credit report.

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

Sincerely,

[Your Name]