

Credit Report Update Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Credit Bureau Name]

[Credit Bureau Address]

[City, State, Zip Code]

Dear [Credit Bureau Name],

I am writing to formally request an update to my credit report regarding erroneous entries that I have identified. My name is [Your Full Name], and my social security number is [Your SSN].

Upon reviewing my credit report dated [Date of Credit Report], I found the following inaccuracies:

- [Description of the erroneous entry #1]
- [Description of the erroneous entry #2]
- [Description of the erroneous entry #3]

I request that you investigate these inaccuracies and update my credit report accordingly. I have enclosed copies of relevant documents to support my request, including [list documents such as bank statements, payment records, etc.].

Thank you for your prompt attention to this matter. I look forward to your reply confirming the completion of your investigation and the updates to my credit report.

Sincerely,

[Your Name]