

Letter of Demand for Correction of Payment History Errors

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a correction to my payment history as reported by your company. My account number is [Account Number]. Upon reviewing my payment records, I have identified discrepancies that do not accurately reflect my payment history.

The specific errors include the following:

- [Describe error 1]
- [Describe error 2]
- [Describe error 3]

I have attached copies of relevant documentation supporting my claims, including [mention any attached documents such as bank statements, receipts, etc.]. I request that you investigate this matter promptly and rectify my payment history accordingly.

Please confirm receipt of this letter and let me know the next steps in resolving this issue. Thank you for your attention to this matter.

Sincerely,

[Your Name]