

# Notification for Credit File Correction

Date: [Insert Date]

To: [Credit Reporting Agency Name]

[Address]

[City, State, Zip Code]

Dear [Credit Reporting Agency],

I am writing to formally notify you of an error in my credit file. My name is [Your Name], and my Social Security Number is [Your SSN]. I have reviewed my credit report and have identified the following inaccuracies:

- [Description of the first error]
- [Description of the second error]
- [Additional errors if any]

Enclosed are copies of documents that support my request for correction:

- [Type of Document 1]
- [Type of Document 2]
- [Type of Document 3]

I kindly ask that you investigate these matters and correct my credit file accordingly. Please confirm the result of your investigation at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]