

Business Credit Appeal Letter

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Credit Reporting Agency Name]

[Agency Address]

[City, State, Zip Code]

Subject: Appeal for Business Credit Report Correction

Dear [Agency Name/Representative],

I am writing to formally appeal the information listed in my business credit report dated [Date of Report]. Upon reviewing the report, I noticed discrepancies related to [specific issue, e.g., payment history, outstanding debts, etc.].

Correcting this information is essential because [brief explanation of the importance for your business, e.g., eligibility for loan, business expansion]. I have attached supporting documentation that verifies my claims, including [list documents, if any, such as payment receipts, bank statements, etc.].

I kindly request that you review this information and make the necessary corrections to my credit report. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]