

Formal Correction Request for Credit Record

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Credit Bureau Name]

[Credit Bureau Address]

[City, State, Zip Code]

Dear [Credit Bureau's Name],

I am writing to formally request a correction to my credit record concerning the following error:

Account Number: [Insert Account Number]

Description of the Error: [Explain the error in detail]

I have attached supporting documentation, including [list any documents, such as payment receipts, statements, etc.], to substantiate my request.

According to my records, [briefly explain the correction that should be made], which I believe will reflect my true creditworthiness.

I appreciate your prompt attention to this matter and look forward to your reply within 30 days, as required by law.

Thank you for your assistance.

Sincerely,

[Your Name]