

Credit Report Error Notification

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am writing to formally notify you of an error that I have discovered on my credit report. My name is [Your Name], and my Social Security number is [Your SSN]. I recently obtained a copy of my credit report from [Credit Reporting Agency Name] and noticed the following inaccuracies:

- [Description of the error - e.g., wrong account balance, account not belonging to me, late payment incorrectly reported, etc.]
- [Additional details about the error, including dates, amounts, and any relevant account numbers]

Enclosed are copies of supporting documents that substantiate my claim, including [List documents, e.g., statements, letters, etc.].

I kindly request that you investigate this matter promptly and correct the inaccuracies as required under the Fair Credit Reporting Act. I would appreciate a written response regarding the outcome of your investigation within 30 days.

Thank you for addressing this important matter swiftly. Should you need any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]