

Letter of Assertion for Rectification of Credit Utilization Figures

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date

Recipient Name

Recipient Position

Company Name

Company Address

City, State, ZIP Code

Dear [Recipient Name],

I am writing to formally assert that there are discrepancies in my credit utilization figures as reflected in my credit report.

My account number is [Account Number]. Upon reviewing my recent credit report dated [Date of Credit Report], I noticed that my reported credit utilization is inaccurately represented as [Incorrect Figure]. The correct figure should be [Correct Figure]. This discrepancy may adversely affect my credit score and overall financial standing.

Attached are the relevant documents, including my recent statements and correspondence with your team, which verify my claims. I kindly request that you rectify this error at your earliest convenience.

Thank you for your prompt attention to this matter. I look forward to your confirmation of the correction.

Sincerely,

[Your Name]