

# Notification of Incorrect Credit Score Issue

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you about a potential error that has been identified in your credit score report. Our team has conducted a thorough review of your account and discovered discrepancies that may be adversely affecting your credit standing.

Details of the discrepancies include:

- [Describe the specific error, e.g., incorrect late payments, wrong account balances, etc.]
- [Insert any other relevant information or errors]

We understand the importance of having an accurate credit score and are committed to resolving this issue promptly. We request that you review the details and provide any necessary information or documentation to assist us in correcting this error.

Please contact our office at [Insert Phone Number] or [Insert Email Address] at your earliest convenience to discuss this matter further.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Insert Company Address]

[Insert Company Phone Number]

[Insert Company Email]