# Credit Report Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Credit Reporting Agency Name]

[Agency Address]

[City, State, ZIP Code]

Dear [Credit Reporting Agency Name] Team,

I am writing to request a correction to my credit report that I received on [Insert Date]. Upon reviewing my file, I noticed inaccuracies that could impact my creditworthiness. The details of the error are as follows:

**Account Name:** [Insert Account Name]

**Account Number:** [Insert Account Number]

**Error Description:** [Describe the error]

I have enclosed copies of relevant documentation to support my claim, including [list any enclosed documents]. I kindly ask you to investigate this matter and correct the inaccuracies at your earliest convenience.

Please confirm receipt of this request and provide me with updates regarding the status of my inquiry. Thank you for your attention to this matter.

Sincerely,

[Your Name]