

Credit Report Error Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally notify you of an error I have discovered in my credit report provided by your agency. My name is [Your Full Name] and my Social Security Number is [XXX-XX-XXXX].

The error I have identified is as follows:

- Account Name: [Insert Account Name]
- Account Number: [Insert Account Number]
- Disputed Information: [Briefly Describe the Error]

Attached are copies of documents that support my claim. I kindly request that you investigate this matter and correct the inaccurate information in my credit report as soon as possible.

I appreciate your prompt attention to this issue. Please confirm receipt of this letter and the steps you will take to resolve this matter.

Thank you for your assistance.

Sincerely,

[Your Name]