

# Credit Bureau Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Credit Bureau Name]

[Credit Bureau Address]

[City, State, Zip Code]

## **Subject: Request for Correction of Credit Report**

Dear [Credit Bureau Name],

I am writing to formally request a correction to my credit report. After reviewing my credit report, I discovered an inaccuracy that I believe needs to be corrected. The details are as follows:

### **Item in Question:**

[Description of the error with details such as account number, creditor name, etc.]

### **Reason for Dispute:**

[Explain why the information is incorrect and provide any supporting documents.]

I kindly ask that you investigate this matter and make the necessary corrections to my credit report. I have enclosed copies of relevant documents to support my claim. Please confirm the receipt of this request and let me know how long the investigation will take.

Thank you for your attention to this matter.

Sincerely,

[Your Name]