

Inquiry Letter for Credit Report Correction

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Credit Reporting Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Credit Reporting Agency],

I am writing to formally request a correction to my credit report. I recently obtained a copy of my credit report from your agency and I have identified an error that needs to be rectified.

The specific item in question is as follows:

- Account Name: [Account Name]
- Account Number: [Account Number]
- Incorrect Information: [Description of Incorrect Information]
- Correct Information: [Description of Correct Information]

I have enclosed supporting documentation to verify the accuracy of the correct information. Please investigate this matter and update my credit report accordingly.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]