Notification Request for Credit Report Update

[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 an update to my credit report. My full name is [Your Full Name], and my Social Security Number is [Your SSN]. I believe there may be discrepancies in my report that warrant your attention.

Specifically, I would like you to review the following items:

- [Discrepancy 1]
- [Discrepancy 2]
- [Discrepancy 3]

Please find attached any supporting documentation that may assist in your review. I would appreciate your prompt attention to this matter and look forward to receiving confirmation of the updates made to my credit report.

Thank you for your assistance.

Sincerely,

[Your Name]