

Reconciliation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Credit Bureau Name]

[Bureau Address]

[City, State, Zip Code]

Dear [Credit Bureau Representative's Name],

I am writing to formally address an issue regarding my credit file, which appears to contain some inaccuracies. My name is [Your Name], and my Social Security Number is [Your SSN]. I have noticed that my credit report includes mixed-up information that may not be attributed to me.

Specifically, I would like to contest the following entries in my credit file:

- [Name of Creditor/Account 1]: [Description of the error]
- [Name of Creditor/Account 2]: [Description of the error]

To assist with the reconciliation process, I have attached copies of relevant documents, including my identification and any correspondence related to these accounts. I kindly request that you investigate these discrepancies and correct my credit file accordingly.

I appreciate your attention to this matter and look forward to resolving it swiftly. Please feel free to contact me using the information provided above should you require any further details or clarification.

Thank you for your prompt response.

Sincerely,

[Your Name]