

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

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

Dear [Recipient's Name],

I am writing to request an updated copy of my credit file. My full name is [Your Full Name], and my Social Security Number is [Your SSN]. I would like to ensure that all the information in my credit report is accurate and up to date.

Please let me know if you require any additional information or documentation to process my request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,  
[Your Name]