

Request for Credit Report Correction

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 report, I have found discrepancies regarding the status of my account, [Account Number], which appears to be inaccurately reported.

Specifically, I would like to address the following issues:

- Account Status: [Describe the incorrect status]
- Correct Information: [Provide correct status or details]

Attached to this letter are copies of relevant documentation that support my request for correction.

I kindly ask that you investigate this matter and update my credit report accordingly. Please send me a confirmation once the corrections have been made.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]