

# Credit Report Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Credit Reporting Agency

[Agency Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to request a correction to my credit report due to duplicate entries that I believe are inaccurate. My Personal Information is as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Social Security Number: [Your SSN]

Upon reviewing my credit report, I noticed duplicate entries for [mention the specific account or creditor name]. The details of the duplicate entries are as follows:

- Entry 1: [Details of First Entry]
- Entry 2: [Details of Second Entry]

I kindly request that you investigate this matter and remove the duplicate entry from my credit report. I have attached copies of relevant documents for your reference.

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

Sincerely,

[Your Name]