

Request for Correction of Credit Report

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Credit Bureau Name]

[Credit Bureau Address]

[City, State, Zip Code]

Dear [Credit Bureau Name],

I am writing to formally request a correction to my credit report issued by your bureau. My name is [Your Name], and my Social Security Number is [Your SSN]. Upon reviewing my credit report, I discovered some inaccuracies related to my employment verification that I would like to address.

The specific issue I have identified is related to [describe the specific error, e.g., incorrect employer name, employment dates, etc.]. This information is affecting my ability to secure employment and must be corrected as soon as possible.

I have attached documentation to support my claim, including [list documents, e.g., pay stubs, employment letters]. I kindly request that you review this information and update my credit report accordingly.

Please confirm receipt of this letter and inform me of the resolution of my request. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]