

Request for Correction of Credit Report

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Consumer Reporting Agency

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally request a correction to my credit report dated [insert report date]. I have discovered that it contains outdated information that I believe is inaccurate and could negatively impact my creditworthiness.

The specific outdated information is as follows:

- Account Name: [Insert Account Name]
- Account Number: [Insert Account Number]
- Incorrect Information: [Describe the outdated information]

All necessary documentation is attached to support my request. I would greatly appreciate it if you could investigate this matter and provide a prompt correction to my credit report.

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

Sincerely,

[Your Name]