

# Credit Report Correction Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Credit Reporting Agency

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Credit Reporting Agency],

I am writing to formally request a correction to my credit report that I believe contains inaccurate information. My credit report indicates:

- Account Name: [Account Name]
- Account Number: [Account Number]
- Reported Balance: [Incorrect Balance]

I have enclosed documentation supporting my claim, including [describe any attached documents, e.g., payment receipts, account statements]. After reviewing my credit file, it appears that this information is incorrect due to [brief explanation of why the information is incorrect].

Please investigate this matter and update my credit report accordingly. I appreciate your prompt attention to this issue and look forward to your reply. You can contact me at [Your Phone Number] or [Your Email Address] should you need further information.

Thank you for your assistance.

Sincerely,

[Your Name]