

Request for Credit Report Correction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

Credit Reporting Agency Name

[Agency Address]

[City, State, ZIP Code]

Dear [Credit Reporting Agency Name],

I am writing to formally request a correction to my credit report due to discrepancies in my personal details. Upon reviewing my credit report, I have noticed the following incorrect information:

- **Incorrect Name:** [Insert Incorrect Name]
- **Correct Name:** [Insert Correct Name]
- **Incorrect Address:** [Insert Incorrect Address]
- **Correct Address:** [Insert Correct Address]
- **Incorrect Date of Birth:** [Insert Incorrect DOB]
- **Correct Date of Birth:** [Insert Correct DOB]

Attached are copies of relevant documents (e.g., driver's license, utility bills) that validate my correct personal details. I kindly request that you correct this information at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response confirming the corrections made.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]