

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally address an issue I have encountered regarding my debt records. Upon reviewing my credit report, I have identified duplicate entries that are inaccurately reflecting my financial standing.

The entries in question are as follows:

- Account Number: [Account Number 1] - [Date] - [Amount]
- Account Number: [Account Number 2] - [Date] - [Amount]

These duplicates are causing undue concern and negatively impacting my credit score. I kindly request that you investigate this matter and rectify the records to accurately reflect my account information.

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

Sincerely,

[Your Name]