

Request for Correction of Credit Report

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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. I have reviewed my report and found an error that I believe needs to be addressed.

The specific error is as follows:

- Account Name: [Account Name]
- Account Number: [Account Number]
- Description of the error: [Explain the error and why it is incorrect]

Attached to this letter are copies of supporting documents that validate my claim. I kindly ask that you investigate this matter and correct my credit report accordingly.

I appreciate your attention to this urgent matter and look forward to your prompt response. Please feel free to contact me should you need any further information.

Thank you.

Sincerely,

[Your Name]