

Credit Report Error Correction

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Credit Bureau Name]

[Credit Bureau Address]

[City, State, Zip Code]

Subject: Request for Correction of Credit Report Error

Dear [Credit Bureau Name],

I am writing to request the correction of an error in my credit report. My name is [Your Name], and my social security number is [XXX-XX-XXXX]. I recently obtained a copy of my credit report, and I found inaccuracies that I would like to address.

Specifically, I noticed the following error:

- **Account Name:** [Account Name]
- **Discrepancy:** [Describe the error]

I have enclosed supporting documents to validate my claim, including [list any attached documents, e.g., payment receipts, account statements, etc.]. I kindly ask that you investigate this matter and update my credit report accordingly.

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

Sincerely,

[Your Name]