

Complaint Letter to Credit Reporting Agency

Your Name: [Your Name]

Your Address: [Your Address]

City, State, ZIP: [City, State, ZIP]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

To: [Credit Reporting Agency Name]

Address: [Agency Address]

City, State, ZIP: [Agency City, State, ZIP]

Dear [Agency Name],

I am writing to formally file a complaint regarding an error in my credit report. My name is [Your Name], and my Social Security number is [Your SSN]. I have recently obtained my credit report and found inaccuracies that need to be addressed.

Details of the Dispute:

- **Account Name:** [Name of Creditor]
- **Account Number:** [Account Number]
- **Description of the Error:** [Description of the error]

I have enclosed copies of documents that support my claim and demonstrate that the information listed is inaccurate. I request that you investigate this matter and correct the error at your earliest convenience.

Please inform me of the results of your investigation as soon as possible. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]