

Date: \_\_\_\_\_

Credit Bureau: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

**Sent Via Certified Mail – Return Receipt Requested**

Dear Sir/Madam:

I recently obtained a copy of my credit report from your company. I am very upset that you have included inaccurate information in my credit report due to its damaging effects on my credit. The following information is reported incorrectly on my credit report:

#1. Creditor Name: \_\_\_\_\_

Account number: \_\_\_\_\_

The information regarding this account is inaccurate because \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following supporting documents are enclosed for your review:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#2. Creditor Name: \_\_\_\_\_

Account number: \_\_\_\_\_

The information regarding this account is inaccurate because \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following supporting documents are enclosed for your review:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I am requesting that you investigate those items indicated, and promptly delete any unverifiable, inaccurate, or outdated information from my credit report. In addition, I am requesting a description of how the investigation was conducted along with the name, address, and telephone number of anyone contacted for information.

My full name is: \_\_\_\_\_

My Social Security # is: \_\_\_\_\_

My date of birth is: \_\_\_\_\_

My home phone number is: \_\_\_\_\_

My address is: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

I have enclosed a copy of my identification as proof of identity.

Please send me an updated copy of my report, and notification that items have been deleted.

Thank you for your prompt attention in this matter.

Sincerely,

\_\_\_\_\_  
(Your Signature)

\_\_\_\_\_  
(Your Name Printed)

<b>REMEMBER: (1) KEEP A COPY OF THE LETTER AFTER YOU HAVE SIGNED IT (2) MAIL THE LETTER BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED</b>
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