

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

Attn: Customer Service

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

Name(s) on account: \_\_\_\_\_

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

To Whom It May Concern:

On \_\_\_\_\_, I received a copy of my credit report from you. It included erroneous information reported by \_\_\_\_\_.

I just received a letter from that creditor indicating that the information in my credit report is not accurate and should not be in my credit file. I have enclosed a copy of the letter.

*[OR]*

On \_\_\_\_\_, I met with \_\_\_\_\_ from the above-named creditor. This person agreed with me that the information in my credit report is not accurate and should not be in my credit file. You can reach this person at \_\_\_\_\_.

This negative mark is damaging my credit. Please remove the information at once and send a corrected credit report to me to and anyone who has requested a copy of my credit report with the previous six months, or within the previous two years if requested for employment purposes.

Sincerely,

\_\_\_\_\_  
*[your signature]*

Name: \_\_\_\_\_

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

Home phone: \_\_\_\_\_

Social Security number: \_\_\_\_\_