

Date: _____

Re: _____
(name)

Current address: _____

Telephone number: _____

Date of birth: _____

Social Security number: _____

Spouse's name: _____

To Whom It May Concern:

I received a copy of my credit report from your company on _____ and found that important information was missing. Please add the following information to my credit file. I have enclosed photocopies of verifying documentation.

Once you have processed this request, please send me an updated credit report. If there is a fee of any kind, please let me know the amount so that I can send you a check. If you are unable to add this information to my credit report, please send me an explanation.

Thank you for your prompt attention to this matter.

Sincerely,

[your signature]