

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

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 accounts missing. Please add the following account histories to my credit file. I have enclosed photocopies of my most recent account statement and photocopies of canceled checks showing my payment history.

<i>Creditor's Name</i>	<i>Creditor's Billing Address</i>	<i>Account Number</i>	<i>Date Opened</i>	<i>Credit Limit or Amount of Loan</i>	<i>Outstanding Balance</i>
_____					
_____					

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 these accounts to my credit report, please send me an explanation.

Thank you for your prompt attention to this matter.

Sincerely,

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