

Date:

To Whom It May Concern:

On _____ 20____, I received a copy of my credit from

Credit bureau. Included in that report was the following incorrect reported by you:

I request that the credit bureau remove that information from my file. The bureau has informed me that your company claims the information is accurate as reported.

This is not true. The following is the correct information.

I have enclosed copies of the following documentation supporting my claim that the information you reported is incorrect:

This negative mark is damaging my credit. Please contact Experian, Trans Union, and Equifax immediately and have this information removed from my credit file. I expect to receive confirmation from you within 20 days that you have directed the credit bureaus to remove this information.

Thank you for your immediate attention to this matter.

Sincerely,

Name:

Address:

Home Phone:

Social Security Number: