

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Credit Bureau Name]  
[Credit Bureau Address]  
[City, State, Zip Code]

Subject: Dispute of Credit Report Inaccuracy

Dear [Credit Bureau Name],

I am writing to dispute an error on my credit report dated [report date]. The inaccuracy is regarding [describe the error briefly, e.g., an account balance, late payment, etc.].

The details of the mistaken entry are as follows:

- Account Name: [Provide account name]
- Account Number: [Provide account number]
- Error Description: [Describe the specific error]

I have enclosed [mention any enclosed documents, e.g., copies of statements, payment confirmations, etc.] as evidence to support my claim. Please investigate this matter and correct the inaccuracies accordingly.

I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]