

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

[Credit Reporting Agency Name]
[Agency Address]
[City, State, Zip Code]

Subject: Request for Investigation of Credit Report Entries

Dear [Credit Reporting Agency Name],
I am writing to formally request an investigation of certain entries on my credit report dated [insert date of report], which I believe to be inaccurate.

The details of the entries in question are as follows:

- **Account Name:** [Account Name]
- **Account Number:** [Last four digits of Account Number]
- **Reported Amount:** [Amount]
- **Date of Entry:** [Date of entry]
- **Nature of Dispute:** [Briefly explain why you believe the entry is incorrect]

I have attached supporting documentation to substantiate my claims, including [list any documents, i.e., bank statements, payment confirmations, etc.].

I kindly request that you investigate this matter and correct the entries as necessary. Please inform me of the outcome of your investigation at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]