

[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 Inaccurate Information on Credit Report

Dear [Credit Bureau Name],

I am writing to formally dispute certain inaccuracies in my credit report. My name is [Your Full Name], and my Social Security Number is [Your SSN or the last four digits] for identification purposes.

Upon reviewing my credit report dated [Date of Report], I noticed the following errors:

1. **[Item 1]**: Description of the inaccuracy, including account number, date, and reason for dispute.
2. **[Item 2]**: Description of the inaccuracy, including account number, date, and reason for dispute.

I have enclosed documentation to support my claim, including [list any supporting documents, such as statements, letters, etc.].

I request that you investigate this matter and correct the inaccuracies as soon as possible. Please inform me of the results of your investigation and provide an updated copy of my credit report.

Thank you for your attention to this matter.

Sincerely,

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