

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Credit Reporting Agency Name]
[Agency Address]
[City, State, Zip Code]
Subject: Credit Dispute Resolution for [Account Name or Number]
Dear [Credit Reporting Agency Name],
I am writing to dispute the accuracy of information on my credit report
for the account listed below.
Account Information:
- Account Name: [Account Name]
- Account Number: [Account Number]
- Description of the Dispute: [Briefly explain the error]
I have enclosed copies of relevant documents to support my position,
including [list documents, e.g., payment records, correspondence, etc.].
Please investigate this matter and correct the inaccuracies. I would
appreciate your prompt attention to this dispute and a response within
the timeframe mandated by the Fair Credit Reporting Act.
Thank you for your assistance.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]