

Form 28: Sample Letter to Correct Errors in Credit Report

To: _____

Name of Credit Report Agency

Street Address

City

State

Zip Code

From: _____

Name

Street Address

City

State

Zip Code

Social Security No.:

Date: _____

Re: Correction of Errors in Credit Report

Dear Sir:

Please be advised that the following error(s) appear(s) in my credit report issued by your agency
on the date of _____.

(describe nature of error; be specific)

Please correct my credit report as soon as possible to remove this incorrect information.

Contact me at the above address or by telephone at (telephone number and area code) if you have any
questions regarding this matter.

Sincerely,

(signature)