

SAMPLE NOTICE TO CORRECT CREDIT REPORT

[*date*]

[*organization name*]

[*organization address*]

Re: [*social security number*]

Dear [*contact name, if known*]:

This letter is in regard to my credit record maintained by your agency. According to my credit report, the following adverse credit information is in error:

[*detail erroneous information*]

The information is inaccurate as follows:

[*explain why information erroneous*]

Therefore, in accordance with applicable federal and state law, I hereby request that this letter be made a permanent part of my credit record. Further, I request your organization investigate this matter with the listed creditor, and unless substantiated, delete the erroneous information from my credit record.

Sincerely,
