

Professional request for creditor to update records

Subject: Request for Correction of Credit Reporting Error

Dear [Creditor's Name],

I hope this letter finds you well. I recently obtained a copy of my credit report and noticed that your company has reported an account with inaccurate information. The entry shows [describe issue: late payment, incorrect balance, account not mine, etc.], which I believe to be an error.

I kindly ask you to review your records and make the necessary corrections with the credit bureaus.

Attached are supporting documents that demonstrate my position, including [describe documents].

Thank you for helping me resolve this matter promptly. I appreciate your cooperation in ensuring that my credit report accurately reflects my history.

Sincerely,

[Your Name]

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