

Formal Request for Credit Deletion

Subject: Request for Removal of Inaccurate Credit Entry

Dear [Credit Bureau/Agency Name],

I am writing to formally request the deletion of an inaccurate credit entry from my credit report. Upon reviewing my recent report, I identified [describe the entry, e.g., an account that does not belong to me, a debt that has already been paid, or an error in account status].

According to the Fair Credit Reporting Act, I have the right to dispute inaccurate or incomplete information. I kindly request that you conduct a thorough investigation into this matter. For your convenience, I have attached supporting documentation, including [list documents such as payment receipts, settlement letters, or correspondence with the creditor].

Please confirm in writing once the entry has been corrected or removed. I appreciate your cooperation and timely resolution of this issue.

Sincerely,

[Your Full Name]

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