

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Corrections to Derogatory Credit Report

Dear :

The following corrections were made to the enclosed credit report:

Please contact me if you have any questions.

Sincerely,

N A M E

Enclosure