

#17: REQUEST TO ADD MORE ACCOUNTS

Credit Bureau Name and Address

Date

Subject: Request to Add Accounts
Account Number
Telephone Number
Social Security Number

On a credit report I received from you recently, I noticed that several accounts were missing. I have listed those accounts below and have enclosed copies of account statements from each creditor:

Creditor	Cr. Address	Account Number	Date Opened	Balance
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As soon as you process this request, please send me a current and updated credit report. If any information is missing or if you are unable to add any of these accounts to my credit history, please advise me immediately and include an explanation.

Thank you.

Sincerely,
(your signature)

Typed Name

You may type your name, address and phone number at the top as your letterhead, or you may type it here in this space.