

#19: REQUEST REMOVAL OF INCORRECT INFORMATION

Creditor Name & Address

Date

Subject: Incorrect Information
Account Number
Account Name

I recently received a copy of my Credit Report from (name of Credit Bureau), and I noted that it included some incorrect information, which was reported by you, as follows:

I have enclosed herewith a copy of a letter I sent to the credit bureau requesting removal of the incorrect information; however, the credit bureau refused to do so, stating that you claim the information is correct.

I have enclosed herewith copies of documentation supporting my statement that the information is incorrect. The correct information is outlined below:

As you are aware, negative information such as you have reported to the credit bureaus is damaging to my credit history. Accordingly, I respectfully request that you contact the credit bureaus and request the incorrect information outlined above is removed from my file. Please send me confirmation of your actions within 20 days.

Thank you.

Sincerely,
(Your signature)

Your 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.