**[Date]**

**[Your Name]**

**[Your Address] [Your City, State, Zip Code]**

**[Business Name]**

**[Address]**

**Subject:** Disputing Error/ in Bureau Report regarding \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am writing to dispute the following information that your company supplied [**give the name of the credit bureau whose report has incorrect information**]. I have circled the items I dispute on the attached copy of the credit report(s).

This item **[ for instance: account at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the account number]** is inaccurate **or incomplete**] because [ **describe in detail what is inaccurate or incomplete and why]** I am requesting that business [ **business name** ] [**request specific change to correct the information** ]

Enclosed are copies of [**my credit report and any other documents enclosed with a short description, for instance, description of my correct account number]** supporting my request. Please reinvestigate the matter and contact the concerned credit bureaus to have them delete [**or correct**] the disputed item (s) as soon as possible.

The above is for your information, record and necessary action.

Sincerely,

[ **Your Name** ]

Enclosures: [ **List what you are enclosing** ]