**[Date]**

**[Your Name]**

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

**[Business Name]**

**[Address]**

**Subject:** Disputing Information in Credit Report

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

This detail **[ for instance:** **description of the incorrect detail ]** is inaccurate **[ or incomplete** ] because **[ describe in detail what is inaccurate or incomplete and why ].** I am requesting that **[ business name ]** have the item removed **[ or request another specific change to correct the information ]**

[**Add list and description of disputed items, if applicable**]

Enclosed are copies of [ **my credit report and other documents with a short description]** supporting my request. Please reinvestigate this matter and contact the [ **description of the concerned bureau** ] 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** ]