<date>

<your name>  
<your address>  
<your email>  
<date of birth>  
<Social Security number (optional)>  
<driver’s license number (optional)>

<credit bureau name>  
<credit bureau address>

Subject: Disputing information in my credit report

I am requesting an investigation of the following data that appears in my file. I believe that this data is an error because [describe reason]. I am requesting for this item to be removed [may also request for it to be updated or changed].

Disputed Item 1

<name of company>   
<address of company>  
<company phone>  
<account number if available>

Reasons why this is an error: [list your reason(s) here]

I have enclosed the following documentation to support this request: [summarize documents you’ve enclosed]

Thank you for your time.

Sincerely,

<your signature>

<print your name>

Enclosures: [list items enclosed]  
<Copy of the credit report with the item(s) circled or marked>  
<Items proving your identity>  
<Documentation that proves your case>