Date

Dear Sir/Madam,

This letter is to request that you remove inaccurate information from my credit report. This inaccurate information has affected my chances of getting loans and credit. For your convenience, I am sending you the proof that the items are inaccurate in case you need to verify them prior to removing them.

I hereby request that you make these changes within 30 business days, so as to avoid any violation of the FCRA. Please send me a copy of the changed credit report once you have made the changes.

Sincerely,

Your Signature