

**Sample Credit Error Complaint Form**

Re: Credit Report Error

Dear Sir or Madam,

I have discovered inaccurate information on my credit report maintained by \_\_\_\_\_  
(Credit agency name)

The report is my name, \_\_\_\_\_, and my Social Security number is \_\_\_\_\_.

Enclosed please find a copy of my credit report containing the inaccuracies. I have highlighted the errors. Specifically, the following information is incorrect:

Company name  
Account number  
Incorrect information

This information is incorrect for the following reason:

Please investigate the matter with the creditor in question and should you find there is an error, when confirmed, please remove the error from my credit report.

In addition, please make this letter a permanent part of my credit report.

Should you have any questions regarding my request or the information in question, please do not hesitate to contact me at xxx-xxx-xxxx.

Thank you for your prompt attention to my request.

Your signature  
Your typed name  
Address  
City, state, zip

Enclosure: copy of credit report