[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: RECTIFY CREDIT NOTICE**

Dear [CONTACT NAME],

After reviewing our credit report we have noticed the following adverse credit information:

[SPECIFY]

This information is erroneous or incomplete in the following respects:

[SPECIFY]

In accordance with the Fair Credit Reporting Act, we request that this letter is made a part of our credit file and thereupon disseminated with any request on us. We also request for this to be investigated further with the named creditor and that, unless substantiated, the said entry should be erased.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]