

# Credit Dispute Letter Template for Disputing Credit Report Errors

The following is a sample credit dispute letter you can use to dispute errors in your credit report. Note that this is just an example to help you get an idea of what a dispute letter should look like.

When listing the items you want to dispute, make sure that you describe it as best as you can. If the credit bureaus find your dispute as frivolous, they are not required to carry out an investigation.

## SAMPLE LETTER

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Date]

[Complaint Department]

[Company Name]

[Street Address]

[City, State, Zip Code]

Dear Sir or Madam:

I am writing to dispute the following items on my credit report. I have circled the items in dispute on the attached copy of my report.

[This/These] item(s) [identify item(s) disputed by name of the source, such as creditors or tax court, and identify type of item, such as credit account, judgment, etc.] [is/are] [inaccurate or incomplete] because [describe what is inaccurate or incomplete about each item, and why]. I am requesting that the item(s) be removed [or request another specific change] to correct the information.

Enclosed are copies of [use this sentence if applicable and describe any enclosed documentation, such as payment records and court documents] supporting my position. Please reinvestigate [this/these] matter(s) and [delete or correct] the disputed item(s) as soon as possible.

Sincerely,

[Your Name]

Enclosures: [List what you are enclosing]

## **Credit Reporting Agency Address:**

### **FOR EQUIFAX**

Equifax

P.O. Box 740256

Atlanta, GA 30374-0256

### **FOR EXPERIAN**

Experian

P.O. Box 4500

Allen, TX 75013

### **FOR TRANSUNION**

TransUnion LLC

Consumer Dispute Center

P.O. Box 2000

Chester, PA 19016