**Credit Report Dispute Letter Template**

**[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]**

**To:  
[Credit Bureau Name]  
[Credit Bureau Address]  
[City, State, ZIP Code]**

**Subject: Dispute of Incorrect Information on Credit Report**

**Dear Sir/Madam,**

**I am reaching out to dispute incorrect information on my credit report. The discrepancy pertains to [Account Name/Number], recorded on [Date] with an incorrect status of [describe error, e.g., unpaid balance or late payment].**

**Attached are documents that confirm the correct details. I request that you investigate this matter, make the necessary corrections, and update my credit file. Please provide written confirmation of the changes made.**

**Thank you for your prompt attention to this matter. I trust that it will be resolved efficiently.**

**Yours faithfully,  
[Your Name]  
[Signature]**