

SAMPLE DISPUTE LETTER COMPANY

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Date]

Complaint Department

[Company Name]

[Street Address]

[City, State, Zip Code]

To Whom It May Concern:

I am writing to dispute the following information that your company provided to (give the name of the credit reporting company whose report has incorrect information). I have highlighted the error(s) I dispute on the attached copy of the report I received. This item (identify item(s) disputed by type of item, such as credit account, judgement, etc., and your account number or another method for the information provider to locate your account) is (inaccurate) because (list the reasons and give full explanation). I am requesting that the item be removed from my file (or request another specific change) to correct the information.

Enclosed are copies of (this is only if you have copies which you should and describe any enclosed documentation, such as payment records and court documents) supporting my position. Please reinvestigate this (these) matter(s) and (correct or completely eliminate) the disputed item(s) as soon as possible.

Sincerely,

Your name

Enclosures: (List what evidence you are including.)