

[COMPANY]  
[ADDRESS 1]  
[ADDRESS 2]  
[CITY],  
[STATE] [ZIP]  
[PHONE]  
[FAX]  
[EMAIL]  
[WEBSITE]

Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Name & Address)

Re: Corrections to Derogatory Credit Report

Dear \_\_\_\_\_:

The following corrections were made to the enclosed credit report:

Please contact me if you have any questions.

Sincerely,

[COMPANY]

By: \_\_\_\_\_

[NAME]

Its: \_\_\_\_\_

Enclosure