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CREDIT REPAIR LETTER

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Introduction

The credit repair letter is written to the head of the service department in order to rectify the errors done by them in credit report. In this letter the writer states that there are some mistakes in his credit report which is received by him. In this letter one has to clearly write about the mistakes the reader has done. In support the writer should produce proper documental evidence.

Credit Repair Letter Tips

Some tips to write a good credit repair letter

- Write clearly about the mistakes. Also write that the letter is accompanying the documentary evidence. Also write that how correct the mistakes.
- You can also mention your contact information like the email id or the phone number so that if the readers want more information then he can easily contact you.
- Write that you have already underlined the mistakes and you are attaching the relevant reports of the mistakes. Also write that you have attached the necessary proofs along with the letter.
- Write this letter in very informal and professional manner. Do not make use of informal language.

Sample Credit Repair Letter

From

Date

To

Subject – credit repair letter

Dear John

This letter is with reference to the mistakes in the credit report issued by your company. We have got many mistakes while reading the same. We have already provided you all the documents required like proof of income, salary and others. I have underlined all the wrong information that I found in the report, and hence attaching the same underlined report.

You are requested to look into the matter, check the report, rectify all the mistakes and give us a completely accurate credit report at the earliest. Please feel free to contact me at any time if you have any issues regarding to this letter. Awaiting a positive reply from your side.

Thanking You

Yours Sincerely,

Sejal

Credit Repair Letter Template

From

Date

To

Subject – _____(mention the purpose)

Dear _____(sir/madam)

I am writing this letter to you to make you aware of the mistakes in the credit report that is issued to us. We have given you set of the required documents and you can go through the same and get an idea. While reading whatever mistakes I found, I have underlined them all. Attaching herewith the highlighted report for your reference.

Kindly go through the report and make the necessary corrections as soon as possible. Please send us a fresh problem free credit report at the earliest. You can contact us any time if you need any assistance or the details. Looking forward to get the fresh report from your end as soon as possible.

Thanking you

Name

Address

Signature

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