

## LETTER TEMPLATE FOR CREDIT REPORT DISPUTE

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## Introduction

Credit report dispute letter templates play a vital important in our daily life. Personal records are very significant and they should maintain in a systemic way. You have to be very careful while entering the records in bank or any of the insurance companies and if you do any mistakes then you should correct it immediately. Once you submit the wrong information you cannot get a chance to rectify the same later.

## Letter Template for Credit Report Dispute Tips

Some tips to write a good Credit report dispute letter templates

- Mention whatever mistakes happened properly. Use polite language while writing the same. Also mention in what way you have to correct the mistakes.
- Write the letter in short style. Do not make it very big. A short and simple letter looks very good.
- The tone has to be friendly, yet it has to be written in a professional and formal style.

## Sample Letter Template for Credit Report Dispute

From

\_\_\_\_\_  
\_\_\_\_\_

Date

To

\_\_\_\_\_  
\_\_\_\_\_

Subject – good Credit report dispute letter templates

Dear Sir/ Madam

This letter is being written to you with reference to the inaccurate & vague details given by your for S.L. Associates in the credit confirmation that is issued on 12.10.2013. Please go through the following modifications & alterations to be made in the above-mentioned letter which are wrongly done. The very first thing is as per the agreement, the amount of monthly instalment was 10000 only and not rupees 20000.

The address given is an office address and what required here is the residential address. The bank where the payment of instalment has to be done also is sub-standard. You will be given the credit conformation only of you give us proper and true details by rectifying this letter. Please make the necessary corrections and revert back for that reason. Looking forward to get the corrected one at the earliest.

Yours Faithfully,

Name

## Letter Template for Credit Report Dispute Template

From

\_\_\_\_\_  
\_\_\_\_\_

Date

To

\_\_\_\_\_  
\_\_\_\_\_

Subject – \_\_\_\_\_(mention the purpose)

Dear \_\_\_\_\_(sir/madam)

We are writing this letter to you as we found some incorrect details in the credit confirmation. You are requested to kindly note down the changes to be made and do the changes at once. In this letter you have written the amount as \_\_\_\_ (mention the amount) but in original agreement it was Rs. \_\_\_\_ (mention the exact amount).

Please correct the same. In the letter you should have mentioned the residential address but instead you have given office address. The name of the bank in which you have to make the instalment payment looks like a low standard. You are required to write the name of the bank with a good reputation. Please make the required alterations and send to us as soon as possible.

Thanking you

Name

Signature

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