

Date

Credit Bureau Name

Credit Bureau Address

To Whom It May Concern: I am writing to update/correct my personal information on file with your company.

Please update my address to:

Please update my name to:

My correct social security number is:

My correct date of birth is:

My employer/employers are:

I do not want any of my phone numbers on my credit report please remove them.

Please remove all other addresses from my report. They are incorrect and any and all mail that you may send there I would not get. I ask that you do this under the Fair Credit Reporting Act.

I included the following documents that verify my identity:

Document one (example copy of social security card)

Document two (example copy of drivers license or State ID)

Document three (copy of utility bill, electric or gas for example)

Thank You,

(First Name) (Last Name)

(Wet Signature)

(Date signed)

(Always Make Sure to Check That the Address is Correct via a Google Search or Go Directly to Their Website Delete This before Sending the Letter)