

(Date of Letter)

Credit Bureau
Attn: Reporting Agent

(Street Address)

(City, State and Zip Code)

RE: Contested Billing Procedure

Dear Reporting Agent:

Recently the undersigned received a billing from your office relative to an account with _____ (describe party with whom account is claimed to exist). The statement received is inaccurate and/or erroneous for the following reason(s):

(describe reason(s) why billing is inaccurate and/or erroneous). Despite the inaccuracy or erroneous nature of the billings, the undersigned continues to receive statements from your office and/or _____ (the party noted above). Please make a note in your file that the billing procedure is inappropriate for the reason(s) noted above. It is hereby respectfully requested that the billing procedure be discontinued or altered for the following reason(s):

(reason(s) billing procedure should be discontinued or altered). Please advise of the changes you intend to employ relative to this matter within the following days. Thank you.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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