

(Date of Letter)

Credit Bureau
Attn: Reporting Agent

(Street Address)

(City, State and Zip Code)

RE: Request for Procedural Guidelines

Dear Reporting Agent:

Recently, the procedures employed by your agency regarding the undersigned have been questioned. Some confusion has developed due to a credit report which apparently was provided by your agency on or about the day of (month/year). Kindly provide a copy of your procedural guidelines for credit modification. In other words, please indicate to the undersigned what steps and measures may be taken to correct a disputed item on a credit report. It is apparent that a misunderstanding or an erroneous record has developed for which immediate clarification must be made. In conjunction with this request, any and all procedural guidelines, brochures, local standards, state standards, and/or federal standards that must be followed would be appreciated in order to assist the undersigned and my efforts to resolve this matter with the mutual concern of all parties. Thank you for your kind and immediate attention.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.