_____
(Date of Letter)

Credit Bureau
Attn: Reporting Agent

_____
(Street Address)

_____
(City, State and Zip Code)

RE: Request to Expunge Record

Dear Reporting Agent:

As recently as the _____day of _____(month/year), a credit report was provided to _____(name of entity or individual to whom credit report was provided). The credit report relating to this matter is erroneous for the following reason(s):

_____
(explain why the report is erroneous, such as wrong name of debtor, wrong party, etc.). Documents verifying the fact that this matter was erroneously reported are enclosed. These documents verify the fact that the credit report that was provided to your agency was done so in error, and that immediate clarification of the record should be made with appropriate notification to the necessary creditors. Accordingly, it is respectfully requested that the record which discloses the erroneous credit information be expunged. Copies of all notices to the various individuals are requested to be provided to the undersigned as they are directed and/or mailed to all parties of concern. Thank you for your 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.