

Date

Customer Name 1

Customer Name 2

Address 1

Address 2

Re: Direct Dispute of Credit Report Information for Account Number

Dear Customer Name(s):

Recently, we received a direct dispute from you regarding certain information in your credit report. As required by law, we have reviewed our account records. During our investigation, we determined that we reported inaccurate information to the credit reporting agency. We have corrected our records, contacted the credit reporting agency, and furnished the corrected information to them. Please allow 30 days for the corrected information to reflect on your credit report.

Thank you for choosing YOUR BANK NAME HERE. If you have any questions or concerns, please do not hesitate to contact me at Phone Number.

Sincerely,

Name

Title

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