

[Date]

[Consumer Name]

[Consumer Address]

[City, State, Zip Code]

Subject: Notice of Resolution - Correction of Disputed Credit Information

Reference Number: [Dispute Case Number]

Dear [Consumer Name],

This letter is to inform you that we have completed our investigation regarding the dispute you filed on [Date of Dispute] concerning the accuracy of certain information in your credit file.

Based on our review of the documentation and internal records, we have determined that the information originally reported was [inaccurate/incomplete]. Consequently, we have updated our records and notified the relevant credit reporting agencies to reflect the following correction(s):

**Details of Correction:**

- **Account Name:** [Account Name]
- **Account Number:** [Partial Account Number]
- **Nature of Correction:** [Describe correction, e.g., Updated balance to \$0.00 / Removed late payment / Changed status to Current]

We have requested that [Name of Credit Bureaus: Equifax, Experian, TransUnion] update your credit report accordingly. Please allow 30 to 45 days for these changes to be reflected on your credit report generated by those agencies.

If you have any further questions regarding this resolution, please contact our Dispute Resolution Department at [Phone Number] or via mail at the address listed below.

Sincerely,

[Name of Representative]

[Title]

[Company Name]

[Company Address]