

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Credit Bureau Name]  
[Bureau Address]  
[City, State, Zip Code]

**Subject: Notification of Information Update - Account Number: [Your Account Number]**

Dear Customer Service Department,

I am writing to formally request an update to the information currently appearing on my credit report. Based on my recent records, some of the information you are reporting is outdated or inaccurate.

Please update my file to reflect the following information:

- **Item to be Updated:** [e.g., Mailing Address, Employment, Account Status]
- **Current Information on Report:** [Describe what is currently shown]
- **Correct Information:** [Provide the new/correct information]

I have enclosed copies of [list supporting documents, e.g., utility bill, driver's license, or payment confirmation] to verify this update. Please process these changes and ensure that my credit profile is accurate across all reporting systems.

I request that you send me a confirmation letter once these updates have been completed. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]  
SSN: [Your Social Security Number]  
Date of Birth: [Your Date of Birth]