

[Company Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

[Consumer Name]
[Consumer Address]
[City, State, Zip Code]

Subject: Acknowledgement of Dispute Regarding Consumer Report

Dear [Consumer Name],

We are writing to acknowledge receipt of your dispute dated [Date of Consumer's Letter], which we received on [Date Received]. In your correspondence, you indicated that the following information in your credit file is inaccurate or incomplete:

[List disputed items/account numbers]

In accordance with the Fair Credit Reporting Act (FCRA), we have initiated a formal investigation into these items. We will review all relevant information provided by you and contact the source that furnished the data to verify its accuracy.

Please be advised of the following:

- The investigation will be completed within 30 days of the date we received your dispute.
- If we require additional information to process your request, we will contact you immediately.
- Within five business days of completing our investigation, we will provide you with written notice of the results.

If the investigation confirms that the information is inaccurate or cannot be verified, we will update or delete the information accordingly and notify any relevant credit bureaus.

If you have any further questions or have additional documentation to support your claim, please contact our Dispute Department at [Phone Number] or mail the documents to the address listed above.

Sincerely,

[Name/Department]
[Company Name]