

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

[Date]

[Recipient Name]
[Company Name/Credit Bureau Name]
[Address]
[City, State, Zip Code]

RE: Request for Missing Information Regarding Dispute Control Number: [Insert Number]

Dear [Recipient Name or Customer Service Department],

I am writing to follow up on the dispute I filed on [Date] regarding the following information on my credit report:

- **Account Name:** [Account Name]
- **Account Number:** [Account Number (partial)]
- **Disputed Item:** [Briefly describe the specific error]

I received your response dated [Date of their response]; however, the information provided is incomplete. Specifically, you failed to include the following as required under the Fair Credit Reporting Act (FCRA):

- The specific method used to verify the information.
- The name and business address of any individual or business contacted during the investigation.
- A clear explanation of why the item was not corrected or removed.

Please provide this missing information within fifteen (15) days of receiving this letter. If you are unable to verify the accuracy of the disputed item with the required documentation, I request that you delete the information from my file immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]