

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

[Date]

[Recipient Name or Institution]
[Department]
[Address]
[City, State, Zip Code]

Subject: Notice of Credit Score Disclosure and Request for Action

Dear [Recipient Name],

I am writing to formally acknowledge the credit score disclosure provided to me on [Date] in connection with my application for [Type of Application, e.g., a mortgage, auto loan, or credit card].

According to the disclosure, my credit score was reported as [Your Credit Score] by [Name of Credit Bureau, e.g., Experian, Equifax, or TransUnion].

I am currently reviewing this information for accuracy. In the meantime, I am requesting the following action(s):

- [Action 1: e.g., A detailed explanation of the factors negatively affecting my score.]
- [Action 2: e.g., Reconsideration of my application based on the corrected information attached.]
- [Action 3: e.g., Verification of specific accounts listed in the report.]

I have attached supporting documentation regarding [Briefly describe documents, e.g., proof of payment or dispute letters] to assist in your review. Please update my file accordingly and notify me of your decision regarding my application within [Number] business days.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [List attached documents]