

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

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

RE: Notice of Credit Reporting Disclosure

Dear [Customer Name],

We are writing to inform you that we may report information about your account to credit bureaus. Late payments, missed payments, or other defaults on your account may be reflected in your credit report.

Account Details:

- Account Number: [Account Number]
- Current Status: [Current Status]

Under the Fair Credit Reporting Act, you have the right to ensure the information reported is accurate. If you believe any information we have reported to a credit bureau is inaccurate or incomplete, please notify us in writing at the address listed above. Please include your name, account number, and a description of the specific information you are disputing.

This notice is being provided in accordance with federal law and is intended to keep you informed regarding your credit profile.

Sincerely,

[Name/Department]
[Company Name]