

Use a Duplicate Accounts Letter when your credit bureau report shows more than one account under various individual or company names. Replace the [bold statements] with your information.

[DATE]

RE: Duplicate reporting on my credit report

To Whom It May Concern:

I recently received a copy of my _____ credit report. The credit report showed that there is more than one account with your company under various company names. My records show that I have only one account with you. The account is with _____ and the account number is _____.

The following is a list of names and account numbers that I believe are duplicated. This is the exact reporting of the data. These variations of account names and numbers give an appearance of more than one account.

Duplicate Account Names	Duplicate Account Number
_____	_____
_____	_____
_____	_____

Please take what steps are necessary to report the one account that I have with you and delete the others. This reporting error is negatively affecting my credit rating.

Please correct this error as soon as possible. Please send me notification when it has been corrected since it is negatively affecting my credit.

Thank you for your help.
Sincerely,

Your Signature]

[Your name typed]