

*Use a Courtesy Letter If disputing an error with a company that there has been a long standing relationship with and you wish to maintain that relationship then use this letter. Replace the [bold statements] with your information.*

**[DATE]**

This letter is to notify you that I am disputing the information furnished by your company to the above mention credit bureau. I have attached a copy of the letter that I sent them, which references our account number and the reported error.

At this time I request that you co-operate and respond to any correspondence that they might send you so that this matter may be resolved.

Thank you for your help,

**[Your Signature]**

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**[Your name typed]**