Date:

To [Recipient Name,

I am writing this letter to request you about correcting an error on my Standard Chartered credit report (account number X).

On 5th July 2018, I bought a few clothes from Macy’s. It cost me $70/- which I paid through the card. However, I have noticed in my credit report, that this payment has been mentioned twice.

I request you to look into this matter soon and rectify this mistake so that my credit report can present my true credit history. I am sending this letter through a certified mail service so that this correction can be processed within 30 days. I will be highly obliged if you correct and send me the corrected report at your earliest convenience. Thank you in advance.

I am attaching the photocopy of the bill receipt with this letter. If you want any further documents or details, feel free to contact me on [contact].

Regards,

George Bill.

[Title]