Date:

To [Recipient Name,

I am writing this letter to inform you that I have received an incorrect credit report that belongs to someone else. I request you to correct the error and send me the credit report that is associated with my account.

I got confused when I received a credit report which did not mention any of my transactions. Upon a thorough examination, I realized that I have been issued a credit report of someone else with an account number [#]. My account number is [#] and as you may see that there is a difference of only last three figures in the account numbers which might have caused the misunderstanding and would have led to the mistake of incorrect issuance of the credit report to the wrong person.

I request you to look into this matter and rectify this error so that my credit history and other records would not get affected. I am sending this letter through a certified mail service so that my request can be processed in a 30-day period.

For some personal reasons, I need my credit report next month to be submitted in an institution. I will be highly grateful to your credit bureau if you send me the correct credit report at your earliest convenience.

I am attaching my account details and my last credit report for the reference. If you need any more documents or details, feel free to contact me on [contact].

Thank you in advance.

Regards,

Emily Watson.