

Request Letter for removal of listing

Your Name _____

Your Address _____

Your SSN _____

Credit Bureau's Name _____ Date _____

Credit Bureau's Address _____

Dear Sir/Madam,

My bank has informed me that there is negative information reported by <bank name> included in the file <Credit Bureau's name> maintains under my Social Security Number (SSN). Upon ordering a copy of the report, I find that there is an entry from this bank listing a <name listing> (such as "debit card revoked") in <month, year>. However, I do not recall having a listing <name listing> (such as debit card) from this bank in <year mentioned>.

Please validate this information with <bank name> and provide me with copies of any documents related to this listing bearing my signature. In absence of such documents bearing my signature, I request for this information to be deleted from the file you maintain under my Social Security Number.

Yours sincerely,

Your Signature

Your Name