Date

Credit Bureau Name

Credit Bureau Address

To Whom It May Concern:

I am writing to update/correct my personal information on file with your company.

Please update my address to:

[Insert Address]

Please update my name to:

[First Middle and Last Name]

My only social security number is: [123-45-6789]

My only and correct date of birth is: [01-01-19XX]

My only employer is: [ABC Supply Company]

My only phone number is: [XXX-XXX-XXXX]

Please remove all the other addresses off my report, as they are not deliverable to me by the U.S. post office, and they are not reportable as per the FCRA, since they are inaccurate.

Sincerely,

Name

Enc. Driver License, SSN Card, and Proof of Residence