

## Contacting the Three Credit Bureaus by Mail

Date goes here

To Whom It May Concern:

I, **your name goes here**, Social Security number **your Social Security number goes here**, am writing to **describe the general nature of your question/complaint/need for information here**.

I have enclosed a copy of **reference any official documents you have included here** along with this letter, and have highlighted areas of the document that need your attention.

Please contact me at your earliest convenience to let me know that you have received my request, and please inform me of any additional steps I need to take.

If you have any questions about this request or any of my other credit information, please contact me at **your work or home phone number — wherever you can be most easily reached to discuss the matter**.

Thank you for your prompt attention.

**Your signature goes here**

**Your typed name goes here**

**Your address – City, State and ZIP Code goes here**

Enclosure(s): **Make specific mention of copies of enclosed documents here**.