

## LETTER TO REQUEST ACCOUNTS BE ADDED TO YOUR CREDIT REPORT

Your Name  
Your Address  
Your City, State Zip

Date

Creditor Name  
Creditor Address  
Creditor City, State Zip

RE: Acct #: **[insert account #]**  
Name: **[insert your name]**  
Address: **[insert your current address]**  
Social Security Number: **[insert your SSN]**  
Date of Birth: **[insert your DOB]**

To Whom It May Concern:

While reviewing my credit report from **[insert name of bureau(s) not showing tradeline]**, I realized there were account(s) not being reported by your company. I understand that you are not required by law to report these items, but I respectfully request that you contact **[insert name of bureau(s)]** and have the tradeline(s) listed below added to my credit file:

**[insert your account#(s)]**

Please respond to this letter in writing within 30 days verifying that the update has been sent, or giving an explanation from your company confirming that you don't report to **[enter bureau(s) name]**.

Thank you for your assistance.

Sincerely,

**[sign your name here]**

Your Name