

Date: _____

Credit Bureau: _____

Street Address: _____

City, State & Zip: _____

Sent Via Certified Mail – Return Receipt Requested

Dear Sir/Madam:

I was recently granted a bankruptcy discharge. As such, all of my accounts that were included in the bankruptcy should be reported on my credit report as “**discharged in bankruptcy**” and should be listed with a **zero balance**.

I have included a copy of **my bankruptcy discharge order** from the court. Please update my credit report. I am very concerned that if this information is not updated correctly, it will have a damaging effect on my ability to rebuild my credit.

In addition, I am requesting a description of how the investigation was conducted along with the name, address, and telephone number of anyone contacted for information.

My full name is: _____

My Social Security # is: _____

My date of birth is: _____

My home phone number is: _____

My address is: _____

City: _____ State: _____ Zip Code: _____

I have enclosed a copy of **my identification** as proof of identity.

Please send me an updated copy of my report and notification that items have been updated.

Sincerely,

(Your Signature)

(Your Name Printed)

**REMEMBER: (1) KEEP A COPY OF THE LETTER AFTER YOU HAVE SIGNED IT
(2) MAIL THE LETTER BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED**