

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**