**Date:**

**To**

**[The Recipient Name]  
[Address]**

**Re. Correction of Payment Request**

Dear [NAME],

My name is [NAME] and I work as an [POST] in [COMPANY]. I have been a client to your company since 20xx. In all those years, I have relied on the banking staff and all the calculations made by the staff of the bank. I have never reevaluated or questioned the calculations done by the bank. With this level of reliance, I have always been a happy customer of your bank.

Recently, I had submitted a request letter to the bank asking for the compilation of my financial credit report. I required the credit report to apply for a house loan applied in LSCE. LSCE demanded a credible financial record that can provide enough evidence as a potential borrower.

On [DATE], I received the financial credit report from your bank through email that I, immediately, forwarded to the LSCE’s Department of Data Evaluations (DDE). on [DATE], I received an email from the mentioned department highlighting the errors in the report and expressing their reservations as a potential lender.

At the beginning of the interrogation, they want your bank to send the explanation of these errors and a corrected file to them. Therefore, I request you to correct the highlighted errors in the file and associate the LSCE’s DDE.

The major error in the credit report is my credit score which is lesser than the actual one. I have repaid all the loans I got from your bank, whereas the bank states that an amount of $500 is remaining. I have enclosed all the receipts of the repayment of the installments to substantiate my claim. There are a few minor errors in the report as well. I shall be exceedingly thankful to you if you provide me corrected file free of flaws and cooperate with the LSCE’s DDE.

If you need my further help in this regard, please call me at [PHONE] during office hours or write to me at [EMAIL]. I will appreciate your prompt response. Thank you.

Regards.

[Your Name]  
[Address]