

Casual and polite tone to resolve small errors

Subject: Request for Credit Report Update

Hi [Name],

I noticed that my account with your company is being reported incorrectly to the credit bureaus. The balance is shown as [amount], but I've already cleared this debt. Could you please update your reporting?

I really appreciate your help with this. Let me know if you need any documents from me to get it resolved quickly.

Thanks a lot,

[Your Name]

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