**[Your Name]**

**[Your Address]**

**[Your City, State, Zip Code]**

**[Date]**

Complaint Department

**[Insert the bureau’s address]**

Re: Dispute Letter of **[date you sent previous request]**

Dear Sir or Madam,

This letter is formal notice that you have failed to respond to my dispute letter of **[date of previous request]** within 30 days. I have enclosed a copy of the return receipt which you signed on **[date of certified mail receipt]**. I am maintaining detailed records of all my correspondence with you.

You may have misplaced my letters or have failed to respond to my letter because of an oversight due to the high volume of the requests you receive daily. If this is the case, I'm sure you will want to handle this matter as soon as possible. As such, I have included a copy of my original request, the dated receipt of your reception of the original letter, and a copy of the proof of the mistake placed on my records. **[describe the documents enclosed as proof here]**.

As a reminder, I am disputing **[describe mistake here]**.

Please remove this error from my credit report as soon as possible.

Sincerely,

**[Your Name]**

Enclosures: **[List what you are enclosing.]**