

Business credit dispute template

Use this letter template to dispute incomplete and inaccurate information on your business credit report. This is intended to be used in place of the dispute forms available from Dun & Bradstreet, Equifax Business, and/or Experian Business, for mail and email disputes and investigations.

Dun & Bradstreet Disputes

5335 Gate Parkway
Jacksonville, FL 32256
(800) 234-3867
<https://www.dnb.com/contact-us.html>

Experian Business Disputes

Experian
P.O. Box 4500
Allen, TX 75013
(888) 397-3742
businessdisputes@experian.com

Equifax Business Disputes

Equifax Inc.
P.O. Box 740249
Atlanta, GA 30374-0249
(800) 727-8495
commercialdisclosures@equifax.com

★ Identifying information

- Your full name
- Business name
- Credit report/ID number (DUNS number for D&B)
- Business address
- Business EIN
- Today's date

★ Credit bureau information

- Business credit bureau name
- Credit bureau address

★ Disputed information

Include details for each item you want to dispute.

- The account number
- The date of the disputed information
- Explanation of the inaccuracy
- Company that provided the disputed information
- Type of disputed information

★ Attachments

- List any documents included in your request (copy of business credit report, payoff statements, etc.)

John L. Doe
ABC Business, Inc.
Report: 12345678
123 Lock Street
Beverly Hills, CA 90201
EIN: 11-12345678
August 30, 2022

Equifax Inc.
P.O. Box 740249
Atlanta, GA 30374-0249

To whom it may concern,

I am writing to request an investigation of the following information that appears on my business credit report.

Dispute 1:

- Account # 7654321
- Date: 12/10/2017
- Explanation: The account with Gempler's in question shows that it was settled for less than full value, but I paid the account in full.

Attachments:

- Business credit report #12345678
- Payoff statement from Gempler's

Thank you for your quick attention to this matter!

Sincerely,
John L. Doe