[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Credit Bureau's Name]  
[Credit Bureau's Address]  
[City, State, Zip Code]

Subject: Request for Removal of Collection Account from Credit Report

Dear [Credit Bureau’s Name or "To Whom It May Concern"],

I hope this letter finds you well. I am writing to formally request the removal of a collection account from my credit report that I believe is inaccurate or misrepresentative.

The details of the account in question are as follows:

* **Account Name or Creditor:** [Insert name of the collection agency/creditor]
* **Account Number:** [Insert account number]
* **Date of Collection:** [Insert date of collection]

After reviewing my credit report, I believe this account should be removed for the following reasons:

[You can briefly explain your reasons here, such as evidence of payment in full, inaccuracies with the reporting, or if it was not your debt.]

In support of my request, I have attached copies of any relevant documentation, including [list any attached documents, such as payment receipts, correspondence, etc.].

Under the Fair Credit Reporting Act (FCRA), I am entitled to dispute any inaccuracies in my credit report. I kindly ask you to investigate this matter and remove the collection account from my report if it is found to be erroneous.

Thank you for your attention to this matter. I look forward to your prompt response. Please notify me in writing of the results of your investigation.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]