

Letter to Credit Provider to update Credit Information File

Important:

This sample letter has been produced by Consumer Credit Legal Service (WA) Inc and can be used as a guide. You must insert your own details where appropriate and delete any information that is not relevant to your situation. Always date your letters. Always keep a copy of the letter you send. **Obtain legal advice if you do not understand.**

[YOUR ADDRESS]

[DATE]

[CREDIT PROVIDER NAME AND ADDRESS]

Dear Madam / Sir

**CLIENT
CONTRACT NO.:**

[CREDIT PROVIDER] has not yet updated my credit record to reflect that this matter has been settled, contrary to the terms of settlement, paragraph 2.3 of the *Credit Reporting Code of Conduct*, and sections 18B and 18F of the *Privacy Act 1988 (Cth)*.

Please direct Veda Advantage to update my credit record within 7 days.

If you have any questions or would like to discuss this matter further please contact me on [TELEPHONE NUMBER.].

Yours faithfully

[YOUR NAME]