

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

[Date]

[Lender Name]
[Lender Address]
[City, State, Zip Code]

RE: Explanation of Recent Credit Inquiries

To Whom It May Concern,

I am writing this letter to provide an explanation regarding the recent inquiries on my credit report as requested for my application for [Type of Loan, e.g., Mortgage/Auto Loan].

The inquiries appearing on my credit report from [Date] to [Date] are due to the following reasons:

- **[Name of Institution]:** This inquiry was for [Reason, e.g., shopping for a competitive interest rate/opening a new utility account].
- **[Name of Institution]:** This inquiry was result of [Reason, e.g., an application for a credit card which I have since decided not to pursue].

Please note that these inquiries were limited to [Reason, e.g., rate shopping] and I have not opened any additional lines of credit or incurred new debt other than what is already disclosed on my application. My financial situation remains stable, and I am fully capable of managing the obligations of this new loan.

If you require any further documentation or information regarding these inquiries, please feel free to contact me directly.

Sincerely,

[Your Signature]

[Your Printed Name]