

Date: [Insert Date]

To: [Lender Name / Mortgage Company Name]

Attention: Underwriting Department

Loan Number: [Insert Loan Number]

Subject: Letter of Explanation for Credit History

Dear Underwriter,

I am writing this letter to provide a formal explanation regarding certain items on my credit report. Specifically, I would like to address the following issues:

Item 1: [Name of Creditor / Late Payment / Collection]

Explanation: [Provide a brief, factual explanation of what happened. For example: job loss, medical emergency, or an administrative error. State the dates when this occurred.]

Item 2: [Name of Creditor / Inquiry / Public Record]

Explanation: [Provide a brief, factual explanation regarding this specific item.]

Since these events occurred, I have taken the following steps to ensure my finances remain stable and my credit remains in good standing: [List steps such as establishing an emergency fund, setting up automatic payments, or paying off outstanding balances].

I have attached supporting documentation for your review, including: [List documents, e.g., medical bills, termination letters, or receipts of payment].

I hope this information clarifies the situation. Please let me know if you require any further documentation or have additional questions.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]