

Date: [Date]

To: [Lending Institution Name]

Re: Letter of Explanation for Recent Credit Inquiries

To Whom It May Concern,

I am writing this letter to provide an explanation regarding the recent credit inquiries appearing on my credit report as requested for my loan application.

Below is the detail for each inquiry listed within the last [Number] days:

**1. Creditor Name:** [Name of Institution]

**Date of Inquiry:** [Date]

**Explanation:** [e.g., Shopping for auto insurance / Credit card application / Mortgage rate shopping]

**Status:** [e.g., No new credit was opened / An account was opened with a limit of \$X]

**2. Creditor Name:** [Name of Institution]

**Date of Inquiry:** [Date]

**Explanation:** [Reason for inquiry]

**Status:** [Result of inquiry]

I confirm that, other than the accounts mentioned above, I have not opened any new credit accounts, nor do I have any undisclosed pending credit applications that are not listed on my current financial statement.

Please contact me if you require further documentation or clarification.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]