

[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 - Application #[Loan Number]**

To Whom It May Concern,

I am writing this letter in response to your request for an explanation regarding the recent credit inquiries appearing on my credit report as part of my conditional approval process.

The inquiries listed below were made for the following reasons:

- **[Date of Inquiry]: [Name of Institution]** - Reason: [Example: Shopping for a mortgage/auto loan rate]. Result: [Example: No new credit account was opened / This account was opened].
- **[Date of Inquiry]: [Name of Institution]** - Reason: [Example: Application for a credit card]. Result: [Example: This account is active / Application was withdrawn].
- **[Date of Inquiry]: [Name of Institution]** - Reason: [Example: Utility provider service setup]. Result: [Example: Service established, no debt incurred].

I would like to confirm that, other than the accounts explicitly mentioned as "opened" above, I have not incurred any additional new debt, lines of credit, or financial obligations that are not already reflected in my initial loan application.

Please let me know if you require any further documentation or clarification regarding these inquiries.

Sincerely,

[Your Signature]

[Your Printed Name]