

Date: [Current Date]

To: [Lender Name/Underwriting Department]

Re: Loan Application Number: [Your Loan Number]

Subject: Letter of Explanation for Credit Inquiries

To Whom It May Concern,

This letter is in response to the request for an explanation regarding recent credit inquiries appearing on my credit report. I am providing the details for each inquiry below:

Date of Inquiry	Creditor Name	Purpose of Inquiry	Result (Opened/Not Opened)
[Date]	[Creditor Name]	[Example: Rate shopping for mortgage]	[Example: No new debt opened]
[Date]	[Creditor Name]	[Example: Auto insurance quote]	[Example: No new debt opened]

I confirm that other than the loan currently being processed with your institution, I have not opened any new accounts or incurred any additional debt as a result of these inquiries.

Please let me know if you require any further documentation to satisfy this condition of my loan approval.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]