

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

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

RE: Mortgage Application Number: [Application Number]  
Subject: Explanation of Recent Credit Inquiries

To Whom It May Concern,

I am writing this letter in response to the conditional approval requirements for my mortgage application. Specifically, this letter serves to explain the recent credit inquiries appearing on my credit report from the last [Number] months.

Please find the details regarding each inquiry below:

**Inquiry 1: [Creditor Name]**

Date: [Date of Inquiry]  
Reason: [Example: Shopping for auto insurance / Shopping for mortgage rates / Utility setup]  
Status: [Example: No new credit was opened / This resulted in a new account with a \$0 balance]

**Inquiry 2: [Creditor Name]**

Date: [Date of Inquiry]  
Reason: [Example: Credit card application]  
Status: [Example: Account was opened but has not been used / Application was withdrawn]

I confirm that other than the accounts already disclosed in my mortgage application, I have not opened any new lines of credit, nor have I incurred any new debt as a result of these inquiries.

Please let me know if you require any further documentation or clarification regarding my credit history.

Sincerely,

[Your Signature]

[Your Printed Name]