

Date: [Insert Date]

To: [Lender Name / Underwriting Department]

Re: Loan Application Number [Insert Number]

Subject: Explanation of Recent Credit Inquiries

Dear Underwriter,

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

The following inquiries occurred within the last [Number] months:

Inquiry 1: [Date] - [Creditor Name]

Reason: [Example: Shopping for a lower auto insurance rate / Researching mortgage rates / Applying for a utility account].

Status: [Example: No new debt was opened / An account was opened with a limit of \$X].

Inquiry 2: [Date] - [Creditor Name]

Reason: [Example: Applying for a retail credit card to receive a discount].

Status: [Example: Application was declined / I chose not to open the account].

Inquiry 3: [Date] - [Creditor Name]

Reason: [Example: Co-signing for a family member's student loan].

Status: [Example: Account is active and in good standing].

I would like to confirm that, other than the accounts mentioned above, I have not opened any new lines of credit or incurred any additional debt that is not already reflected on my application.

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]