

Date: [Date]
Lender Name: [Mortgage Company Name]
Loan Number: [Your Loan Application Number]

To: [Underwriter Name or Department]

Subject: Explanation of Recent Credit Inquiries

Dear Underwriting Department,

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

The following inquiries were made within the last [Number] months:

- **Creditor Name:** [Name of Company]
Date of Inquiry: [Date]
Explanation: [e.g., Shopping for better mortgage rates / Auto loan inquiry / New credit card application]
- **Creditor Name:** [Name of Company]
Date of Inquiry: [Date]
Explanation: [e.g., Insurance quote / Utility setup]

Regarding these inquiries, I can confirm that:

- [Option A: No new debt was opened as a result of these inquiries.]
- [Option B: New credit was opened with (Company Name). The monthly payment is \$(Amount) and the balance is \$(Amount).]

Aside from what is documented in my application, I have not incurred any additional debt or financial obligations that would impact my debt-to-income ratio.

Please let me know if you require any further documentation or information.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]