

Date: [Current Date]

To: [Lender Name]
Mortgage Department
[Lender Address]
[City, State, Zip Code]

Re: Letter of Explanation for Credit Inquiries

Loan Application Number: [Your Loan Number]

Dear Underwriter,

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

Below is the list of inquiries and the outcome of each:

Inquiry Date: [Date]

Creditor Name: [Company Name]

Reason for Inquiry: [e.g., Comparison shopping for mortgage rates / Auto loan quote]

Status: [e.g., No new credit was opened / This account is currently active]

Inquiry Date: [Date]

Creditor Name: [Company Name]

Reason for Inquiry: [Explanation]

Status: [Result]

I confirm that other than the loan application currently being processed with your firm, I have not opened any new lines of credit nor have I incurred any additional debt that is not already reflected on my application.

Please contact me at [Your Phone Number] or [Your Email Address] if you require further documentation.

Sincerely,

[Your Signature]

[Your Printed Name]