

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

[Date]

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

RE: Explanation of Recent Credit Inquiries

To Whom It May Concern,

I am writing this letter to provide an explanation regarding the recent inquiries on my credit report as requested for my pending application [Application Reference Number].

The inquiries listed on my credit report dated [Date of Credit Report] are explained below:

1. [Name of Creditor] - [Date of Inquiry]

Explanation: [e.g., I was rate shopping for an auto loan / This was for a new utility connection.]
Status: [e.g., No new credit was extended / A new account was opened with a limit of \$X.]

2. [Name of Creditor] - [Date of Inquiry]

Explanation: [e.g., I applied for a credit card to take advantage of a balance transfer offer.]
Status: [e.g., This account was opened/denied.]

I would like to clarify that I am not seeking any further additional credit at this time. These inquiries were made for specific purposes and do not represent a significant change in my financial stability or my ability to repay the loan currently under review.

Please let me know if you require any further documentation or information to proceed with my approval.

Sincerely,

[Your Signature]
[Your Printed Name]