

Date: [Date]

Applicant Name: [Applicant Name]

Applicant Address: [Applicant Address]

Application Number: [Application ID/Number]

Subject: Notice of Incomplete Application - Unresolved Credit Inquiries

Dear [Applicant Name],

Thank you for your recent application for [Type of Credit/Loan]. We have reviewed your credit report as part of our evaluation process.

At this time, we are unable to complete the processing of your application because there are one or more recent inquiries on your credit report that require clarification. Specifically, we need to determine if these inquiries resulted in new credit obligations that are not yet appearing on your credit profile.

Required Action:

Please provide a written statement or documentation regarding the following inquiries dated between [Date] and [Date]:

- [Creditor Name / Date of Inquiry]
- [Creditor Name / Date of Inquiry]

For each inquiry, please specify:

1. If credit was extended (Approved).
2. If the request was denied.
3. If the application was withdrawn by you.
4. If approved, the current balance and monthly payment amount.

Please submit this information by [Deadline Date]. If we do not receive this information by the specified date, your application will be closed as incomplete.

You may submit the required information via [Submission Method: Email/Portal/Fax]. If you have any questions, please contact us at [Phone Number].

Sincerely,

[Your Name/Company Name]

[Department Name]

[Contact Information]