Date: [Date]

To: [Mortgage Lender/Company Name]
Attention: Underwriting Department
Loan Application Number: [Your Loan Number]

Subject: Explanation of Recent Credit Inquiries

To Whom It May Concern,

I am writing this letter regarding my pending mortgage application and the recent inquiries appearing on my credit report. Per your request, please find the details and status of the following inquiries:

1. Creditor Name: [Name of Institution]
Date of Inquiry: [Date]
Status: [Choose one: No new credit was extended / New account opened / Application withdrawn]
Explanation: [Brief reason, e.g., Rate shopping for auto insurance / Application for a retail card that was denied / Personal loan query]

2. Creditor Name: [Name of Institution]
Date of Inquiry: [Date]
Status: [Choose one: No new credit was extended / New account opened / Application withdrawn]
Explanation: [Brief reason]

I confirm that, other than the accounts already disclosed on my initial application, I have not opened any new credit accounts, nor have I incurred any additional debt or financial obligations since the time of my application.

If you require any further documentation regarding these inquiries, please contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]
[Current Address]