

# Letter of Explanation For Credit Inquiries

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[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Lender's Name or Company]

[Lender's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to provide an explanation regarding the recent inquiries on my credit report that were noted during the processing of my application for [type of loan or credit, e.g., a mortgage]. These inquiries were made as I was comparing financial options to secure the most favorable terms for my needs.

Here are the details concerning the credit inquiries:

1. **[Date of Inquiry]** – This inquiry was made by [Company Name] as I was considering a [type of service or product, e.g., car loan]. After careful consideration, I decided against pursuing this option.
2. **[Date of Inquiry]** – This inquiry was conducted by [Company Name] in connection with a [type of service or product]. I was exploring different providers for competitive rates and services.

Each of these inquiries was necessary as part of my due diligence in financial planning and loan comparison. I understand the importance of maintaining a stable and healthy credit profile and assure you that these inquiries were made judiciously as part of my financial management strategy.

Please feel free to contact me at [your phone number] or via email at [your email address] should you need any more details regarding these inquiries. I appreciate your understanding and consideration, and I look forward to your positive response.

Thank you for your attention to this matter.

**Sincerely,**

**[Your Signature, if sending a hard copy]**

**[Your Printed Name]**