

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request clarification regarding certain credit factors that were highlighted in our recent communication. Understanding these factors is essential for us to proceed effectively.

Specifically, I would appreciate further details on the following:

- [Credit Factor 1]
- [Credit Factor 2]
- [Credit Factor 3]

Thank you in advance for your assistance. I look forward to your prompt response to help us better understand our credit standing.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]