

Letter of Clarification Regarding Credit Assessment Issues

Date: [Insert Date]

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Clarification on Credit Assessment Issues

I am writing to address some concerns regarding the recent credit assessment performed by your institution. On [insert date of assessment], I received communication indicating that my credit application was declined due to [specific reason]. I would like to clarify certain aspects related to my creditworthiness to ensure there are no misunderstandings.

Upon reviewing my credit report, I noted the following discrepancies that I believe may have impacted the assessment:

- [Discrepancy 1]
- [Discrepancy 2]
- [Discrepancy 3]

I kindly request a reevaluation of my application, taking into account the information provided above. Additionally, if there are any further documents or explanations needed from my side, please let me know. I value the opportunity to work with [Company Name] and hope we can resolve this matter promptly.

Thank you for your attention to this matter. I look forward to your swift response.

Sincerely,
[Your Name]