

# Follow-Up on Credit Report Discrepancies

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out regarding the recent review of the credit report associated with your mortgage application. During our analysis, we identified some discrepancies that require clarification.

Specifically, the following items were noted:

- [Description of Discrepancy 1]
- [Description of Discrepancy 2]
- [Description of Discrepancy 3]

To proceed with your application, we kindly request that you provide documentation or additional information to address these discrepancies by [Insert Deadline]. This will ensure we can continue processing your application without delays.

Thank you for your attention to this matter. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you have any questions.

Sincerely,

[Your Name]

[Your Title]

[Your Company]