



Inquiry Letter Guidance

All files will require a letter from the borrower that explains the inquiries showing on the credit report. We will require all inquiries for the past 90 days from the date the report is pulled to be addressed. The inquiry should state the reason it was pulled and if new credit was opened. If new credit was acquired, FSB will need the terms of the new credit that shows the payment, term of the credit and if installment or revolving credit. If this new account shows on the credit with this information, please use the letter to reference the tradeline. The letter should include the submitting bank or broker's inquiry. All letters must be signed by the borrower.