Letter Explaining Negative Credit History

Name

Address

City, State Zip

DATE

​

NewCorp Inc.

2533 Columbus St. Suite 204

New Orleans, LA 70119

Attn: Application Intake

Dear NewCorp,

This letter is written in response to the request for explanation of negative credit history by your lending institution. The loan in question is for \_\_\_\_(Business Name)\_\_\_\_\_\_.

Summary of reasons for negative credit history……

Summary of ways you worked to rectify the issues….

If your lending institution is kind enough to grant this loan, I will ensure that timely payments are made. If you have any questions, please feel free to contact me at 999-999-9999

Sincerely,

Your Name