

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

[Loan Officer's Name]  
[Bank/Institution's Name]  
[Bank/Institution's Address]  
[City, State, Zip Code]

Dear [Loan Officer's Name],

Subject: Explanation of Credit Issues for FHA Loan Application

I hope this letter finds you well. I am writing to provide an explanation regarding the credit issues highlighted in my FHA loan application.

1. **Background**:

- Briefly explain your situation (e.g., recent financial hardship, job loss, medical expenses) that led to credit issues.

2. **Credit Issues**:

- List specific credit issues (e.g., late payments, collections, bankruptcy) along with dates and amounts.

3. **Mitigating Circumstances**:

- Discuss any circumstances that contributed to these issues and how they were beyond your control.

4. **Resolution Efforts**:

- Outline the steps you have taken to rectify your credit situation (e.g., debt repayment plans, credit counseling, improved financial management).

5. **Current Status**:

- Provide current credit status, including improvements made and positive payment history since the issues occurred.

6. **Commitment**:

- Express your commitment to financial responsibility and your desire to fulfill your loan obligations.

Thank you for considering this explanation as part of my FHA loan application. I appreciate your attention to my situation and look forward to your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]