

Date: [Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Notice of Credit Decision regarding Application #[Application Number]

Dear [Applicant Name],

Thank you for your recent application for a [Credit Card Name] credit card. We regret to inform you that we are unable to approve your request at this time for the following reason(s):

- [Reason 1: e.g., Insufficient credit history]
- [Reason 2: e.g., High debt-to-income ratio]
- [Reason 3: e.g., Recent delinquency on existing accounts]

Disclosure of Use of Information Obtained from an Outside Source

Our decision was based in whole or in part on information obtained in a report from the consumer reporting agency listed below:

[Credit Reporting Agency Name]

[Agency Address]

[Agency Phone Number]

[Agency Website]

Please note that the consumer reporting agency played no part in our decision and is unable to supply specific reasons why we have denied your credit request.

Your Rights

Under the Fair Credit Reporting Act, you have the right to obtain a free copy of your credit report from the agency listed above if you request it within 60 days of receiving this notice. You also have the right to dispute the accuracy or completeness of any information in the report directly with the agency.

Your Credit Score

We also used your credit score in making our decision:

- Your Credit Score: [Score]
- Date: [Date of Score]
- Range of Scores: [Low Score] to [High Score]
- Key factors that adversely affected your score: [List Factors]

Sincerely,

[Financial Institution Name]

[Department Name]

[Contact Information]

The federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age, or because all or part of the applicant's income derives from any public assistance program.