

Date: [Insert Date]

To: Loan Review Committee / Compliance Department

From: [Loan Officer Name], [Title]

Subject: Fair Lending Loan Exception Explanation

Applicant Information:

- **Applicant Name:** [Insert Name]
- **Application Number:** [Insert Number]
- **Loan Product:** [Insert Product Type]

Exception Type:

[e.g., Pricing Exception, Underwriting Guideline Exception, or Fee Waiver]

Reason for Exception:

[Provide a detailed explanation of the specific circumstances. Reference objective data such as competitive price matching, verified compensating factors, or documented clerical errors.]

Compensating Factors (if applicable):

- [Factor 1: e.g., High residual income]
- [Factor 2: e.g., Long-term stable employment history]
- [Factor 3: e.g., Significant cash reserves]

Fair Lending Analysis:

I have reviewed this exception against current Fair Lending policies. This exception is based on documented non-discriminatory factors and is consistent with the treatment of similarly situated applicants. This decision does not result in disparate treatment based on race, color, religion, national origin, sex, marital status, or age.

Supporting Documentation:

[List attached documents, e.g., Competitor Quote, Credit Report Explanation, etc.]

Authorized Signature:

[Loan Officer Name]

[Date Signed]

Approval Signature (Manager/Compliance):

[Approver Name]

[Date Signed]