

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Regarding Your Loan Application - [Application Number]

Dear [Applicant Name],

Thank you for giving [Company Name] the opportunity to consider your recent loan application. After a thorough review of your request and the supporting documentation provided, we regret to inform you that we are unable to approve your loan at this time.

Our decision was based on the following factor(s):

- [Insert Reason: e.g., Insufficient credit history]
- [Insert Reason: e.g., Debt-to-income ratio exceeds requirements]
- [Insert Reason: e.g., Incomplete documentation]

Under the Fair Credit Reporting Act, you have the right to know the information contained in your credit file at the consumer reporting agency. If a credit report was used in this decision, you will find the contact information for the agency listed below:

[Credit Bureau Name]

[Address]

[Phone Number]

You have the right to obtain a free copy of your credit report from this agency 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.

While we cannot approve this specific application, we encourage you to reapply in the future should your financial circumstances change. Thank you for choosing [Company Name].

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]