

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Regarding your application for auto financing

Dear [Applicant Name],

Thank you for choosing [Financial Institution Name] for your automotive financing needs. We have carefully reviewed your application for an auto loan regarding the [Year, Make, Model of Vehicle].

Regrettably, 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., Debt-to-income ratio exceeds limits]
- [Reason 3: e.g., Insufficient down payment]

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

[Credit Bureau Name]

[Credit Bureau Address]

[Credit Bureau Phone Number]

Please note that the reporting agency played no part in our decision and is unable to supply specific reasons why we have denied your credit request. Under the Fair Credit Reporting Act, 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.

If you have any questions regarding this letter, please contact our loan department at [Phone Number].

Sincerely,

[Name of Loan Officer/Representative]

[Title]

[Financial Institution Name]