[Date]

[Applicant Name]
[Applicant Address]
[City, State, Zip Code]

Dear [Applicant Name],

Thank you for your recent application for a loan. After careful consideration of your application, 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., Excessive obligations in relation to income]
- [Reason 3, e.g., Delinquent past or present credit obligations]

Disclosure of Use of Information Obtained from an Outside Source

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

[Consumer Reporting Agency Name]
[Agency Address]
[Agency Phone Number]

Under the Fair Credit Reporting Act, you have the right to know the information contained in your credit file at the consumer reporting agency. You also have the right to a free copy of your report from that agency, if you request it no later than 60 days after you receive this notice. In addition, if you find that any information contained in the report you receive is inaccurate or incomplete, you have the right to dispute the matter with the reporting agency. 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.

Your Credit Score

We also used your credit score in making our decision. Your credit score is a number that reflects the information in your credit report.

- Your Credit Score: [Score]
- Date: [Date of Score]
- Scores range from a low of [Low Range] to a high of [High Range]

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.

Sincerely,

[Name of Officer/Department]
[Financial Institution Name]