Date: [Date]

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

Subject: Notice of Action Taken Regarding Mortgage Application

Dear [Applicant Name],

Thank you for your recent application for a mortgage loan. After careful review of your application and the information provided, we regret to inform you that we are unable to approve your request for credit at this time.

Principal Reason(s) for Adverse Action:

- [Reason 1, e.g., Insufficient income for mortgage requested]
- [Reason 2, e.g., Credit history obligations]
- [Reason 3, e.g., Value or type of collateral not sufficient]

Disclosure of Use of Information 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. You have a right under the Fair Credit Reporting Act to know the information contained in your credit file at the consumer reporting agency.

Consumer Reporting Agency Contact Information:
[Agency Name]
[Agency Address]
[Agency 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. You also have a right to a free copy of your report from the 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.

Information Regarding Your Credit Score:

We also obtained your credit score from this consumer reporting agency and used it in making our credit decision. Your credit score is a number that reflects the information in your consumer report. Your credit score can change, depending on how the information in your consumer report changes.

- **Your Credit Score:** [Score]
- **Date:** [Date Score Was Generated]

- **Scores range from a low of** [Low Range] **to a high of** [High Range]

Notice of Equal Credit Opportunity Act (ECOA):

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 (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is [Name and Address of Relevant Regulatory Agency].

Sincerely,

[Lender Name]
[Lender Address]
[Phone Number]