[Lender Name]
[Lender Address]
[City, State, Zip Code]
[Date]

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

RE: Notice of Adverse Action - Loan Application #[Application Number]

Dear [Applicant Name],

Thank you for your recent application for a commercial loan. After a thorough review of your application and the supporting documentation provided, we regret to inform you that we are unable to approve your request at this time.

Our decision is based on specific discrepancies identified during our verification process. Specifically, we noted inconsistencies between the following:

- [Description of Discrepancy 1, e.g., Reported annual revenue vs. filed tax returns]
- [Description of Discrepancy 2, e.g., Debt obligations listed vs. credit report findings]
- [Description of Discrepancy 3, e.g., Ownership structure documentation]

Because of these discrepancies, the application does not currently meet our internal underwriting standards and risk requirements. If you believe there has been an error or if you can provide additional documentation to reconcile these differences, we are willing to re-evaluate your application within [Number] days of this notice.

If your application was denied in whole or in part because of information contained in a credit report, you have the right under the Fair Credit Reporting Act to know the information contained in your file at the consumer reporting agency. You may contact the agency listed below:

[Name of Credit Bureau]
[Address of Credit Bureau]
[Phone Number of Credit Bureau]

Sincerely,

[Signature]
[Name of Loan Officer]
[Title]
[Lender Name]