Date: [Date]

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

Subject: Notice of Decision Regarding Mortgage Application - [Application Number]

Dear [Applicant Name],

Thank you for choosing [Financial Institution Name] for your mortgage needs. We have completed the review of your application for a mortgage loan regarding the property located at [Property Address].

Regrettably, we are unable to approve your application at this time. This decision was made due to discrepancies identified during our verification process. Specifically, the information provided in your application did not match the records obtained from our third-party verification sources regarding the following area(s):

- [Specify Discrepancy, e.g., Employment History]
- [Specify Discrepancy, e.g., Stated Income]
- [Specify Discrepancy, e.g., Existing Debt Obligations]

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:

[Name of Credit Reporting Agency]
[Address]
[Phone Number]

Please note that the reporting agency played no part in our decision and is unable to provide specific reasons why your application was refused. You have the right to obtain a free copy of your report from the agency if you request it within 60 days of receiving this letter.

If you believe there has been an error or if you can provide documentation to clarify these discrepancies, we are willing to re-evaluate your application. Please contact our underwriting department at [Phone Number] or [Email Address].

Sincerely,

[Name of Loan Officer/Representative]
[Title]
[Financial Institution Name]