

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Regarding your Auto Loan Pre-Approval Request

Dear [Applicant Name],

Thank you for your interest in obtaining an auto loan pre-approval with [Financial Institution Name]. We have carefully reviewed your application and the information provided.

Regrettably, we are unable to approve your request for a pre-approval at this time for the following reason(s):

- [Reason 1, e.g., Insufficient credit history]
- [Reason 2, e.g., Debt-to-income ratio exceeds requirements]
- [Reason 3, e.g., Recent delinquency on credit report]

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

[Credit Bureau Name]

[Credit Bureau Address]

[Credit Bureau Phone Number]

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 directly with the agency.

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

Sincerely,

[Name of Representative]

[Title]

[Financial Institution Name]