

[Date]

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

**RE: Mortgage Application Number: [Application Number]**

Dear [Applicant Name],

Thank you for choosing [Lending Institution Name] for your mortgage needs. We have carefully reviewed your application for a home loan regarding the property located at [Property Address].

Regrettably, we are unable to approve your request at this time. Our decision was based on the following reason(s):

- **Insufficient Projected Income:** The projected or verifiable income provided does not meet the minimum requirements necessary to support the requested loan amount and associated monthly debt obligations.

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]

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. 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.

If you have any questions regarding this letter or wish to discuss alternative loan products that may better fit your current financial profile, please contact our loan processing department at [Phone Number].

Sincerely,

[Officer Name/Signature]  
[Title]  
[Lending Institution Name]

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Notice: 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.