

**Date:** [Date]

**Applicant Name:** [Applicant Name]

**Applicant Address:** [Applicant Street Address]

**City, State, Zip:** [City, State, Zip]

**Subject: Notice of Action Taken Regarding Your Application**

Dear [Applicant Name],

Thank you for your recent application for [Type of Application, e.g., Apartment Rental / Credit Line / Loan]. We have carefully reviewed your application and the documentation provided.

Regrettably, we are unable to approve your application at this time for the following reason(s):

- **Insufficient Income:** Your current gross monthly income does not meet the minimum requirements necessary for approval of this [Rental/Loan/Credit].

Our decision was based in whole or in part on the information you provided in your application. [Optional: If a credit report was used, include the name and contact information of the credit reporting agency here].

If you believe there has been an error or if you have additional sources of verifiable income that were not included in your initial application, you may submit a request for reconsideration within [Number] days.

Thank you for your interest.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Contact Information]