

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

Subject: Notice of Action Taken - Mortgage Loan Application #[Application Number]

Dear [Applicant Name],

Thank you for your recent application for a mortgage loan. After careful 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.

The primary reason for this decision is: **Secondary Income Disqualification.**

Specifically, the secondary income source reported (e.g., part-time employment, bonus, commission, or self-employment) did not meet our underwriting guidelines for the following reason(s):

- Insufficient history of receipt (less than the required two-year average).
- Lack of evidence regarding the stability or continuity of the income.
- Inconsistency between reported income and tax return documentation.

Because this portion of your earnings could not be included in your qualifying debt-to-income ratio, your remaining verified income is insufficient to support the requested loan amount.

If you have any questions regarding this notice, please contact your Loan Officer:

[Loan Officer Name]
[Phone Number]
[Email Address]

Sincerely,

[Lender Name]
[Lender Address]