

[Date]

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

Regarding Loan 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) regarding your income profile:

- **Variable Income Unpredictability:** Due to the fluctuating nature of your [commissions/bonuses/overtime/self-employment earnings], we are unable to establish a consistent historical average that meets our minimum stability requirements for long-term repayment.
- **Insufficient Income History:** The documentation provided does not show a sustained two-year track record of variable income at the levels required to qualify for the requested loan amount.

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

[Agency Name]
[Agency Address]
[Agency 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.

If you have any questions regarding this notification or wish to discuss alternative loan programs that may better suit your financial situation in the future, please contact us at [Phone Number].

Sincerely,

[Loan Officer Name]
[Lending Institution Name]

Equal Credit Opportunity Act 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.