

**Date:** [Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

**Subject: Notice of Action Taken and Statement of Reasons**

Dear [Applicant Name],

Thank you for your recent application for [Type of Loan/Credit]. We have completed our review of your request, and unfortunately, we are unable to approve your application at this time for the following reason(s):

- **Value or type of collateral not sufficient.**

Specifically, the appraised value of the property provided as security for the loan does not meet our required loan-to-value (LTV) guidelines for the requested amount.

**Information About Your Property Valuation**

In evaluating your application, we obtained a property appraisal or valuation. You have the right to receive a copy of this report. If you have not already received a copy, you may request one by contacting us at the address provided below within 90 days of this notice.

**Disclosure of Use of Information Obtained from an Outside Source**

Our decision was based in whole or in part on information obtained from an outside source other than a consumer reporting agency. Under the Fair Credit Reporting Act, you have the right to make a written request to us, within 60 days of receiving this notice, for a disclosure of the nature of this information.

**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 (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administers compliance with this law concerning this creditor is [Name of Regulatory Agency, Address, City, State, Zip].

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

[Creditor Name]

[Creditor Department]

[Creditor Address]  
[Phone Number]

Sincerely,

[Name of Loan Officer/Representative]  
[Title]