

[Date]

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

Subject: Notice of Decision Regarding Commercial Equipment Loan Application

Dear [Applicant Name],

Thank you for choosing [Lender Name] for your commercial equipment financing needs. We have completed the review of your application for the loan regarding [Equipment Description].

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

Revenue Discrepancy: During our due diligence and verification process, we identified a significant discrepancy between the annual revenue stated on your application and the revenue reflected in the financial documentation provided (e.g., tax returns, bank statements, or audited financial reports). Our lending criteria require that reported income aligns closely with verified financial records to ensure debt-service coverage.

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]

You have a right under the Fair Credit Reporting Act to know the information contained in your credit file at the consumer reporting agency. You also have a right to a free copy of your report from that agency, if you request it no later than 60 days after you receive this notice. If you find that any information in the report is inaccurate or incomplete, you have the right to dispute the matter with the reporting agency.

If you believe there has been a clerical error or if you can provide additional documentation to reconcile these revenue figures, we would be happy to re-evaluate your application.

Thank you for the opportunity to review your request.

Sincerely,

[Sender Name]
[Title]
[Lender Name]