

[Date]

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

Subject: Notice of Action Taken Regarding Refinance Application #[Application Number]

Dear [Applicant Name],

Thank you for your recent application to refinance your mortgage with [Lending Institution Name]. After a careful review of your application and the current appraisal of your property, we regret to inform you that we are unable to approve your request at this time.

**Reason for Denial:** Your Loan-to-Value (LTV) ratio exceeds our maximum allowable limit.

Based on our recent appraisal, the current market value of your property is [Appraised Value]. Given your requested loan amount of [Loan Amount], your Loan-to-Value ratio is [LTV Percentage]%. Our current guidelines require a maximum LTV of [Required LTV]% for this specific loan program.

If you believe there are errors in the appraisal or if you have additional information that may impact the valuation of your property, please contact us. You have a right to a copy of the appraisal report, which is enclosed with this letter.

Under the Equal Credit Opportunity Act, the federal agency that administers compliance with this law concerning this creditor is [Name and Address of Relevant Regulatory Agency].

Thank you for the opportunity to consider your application. We wish you success in your future financial endeavors.

Sincerely,

[Loan Officer Name]  
[Title]  
[Lending Institution Name]  
[Phone Number]