

[Date]

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

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

Dear [Applicant Name],

Thank you for choosing [Lender Name] for your mortgage refinancing needs. We have completed the review of your application for the property located at [Property Address].

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

Valuation Deficit: The appraised value of your property is insufficient to meet the required Loan-to-Value (LTV) ratio for the requested loan amount. Our internal guidelines require a maximum LTV of [Required Percentage]%, whereas the current appraisal of \$[Appraised Value] results in an LTV of [Current Percentage]%.

The appraisal was performed by [Appraisal Company Name]. You have a right to receive a copy of the appraisal report, which is enclosed with this letter or will be provided to you separately.

If you believe there are errors in the appraisal or if you have additional information that may impact the valuation, you may contact our valuation department at [Phone Number].

If you have any other questions regarding this notice, please contact your Loan Officer, [Loan Officer Name], at [Loan Officer Phone].

Sincerely,

[Authorized Representative Name]
[Lender Name]
[Lender Address]