

[Date]

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

Subject: Regarding Your Personal Loan Application

Dear [Applicant Name],

Thank you for your interest in a personal loan with [Financial Institution Name]. We have carefully reviewed your application and the information provided.

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

Maximum Unsecured Debt Capacity Reached: Our current lending guidelines establish a limit on the total amount of unsecured debt an individual can carry relative to their income and financial profile. Based on your current outstanding obligations, you have reached the maximum threshold we can authorize for an unsecured personal loan.

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

[Consumer Reporting Agency Name]
[Address]
[Phone Number]

Please note that the reporting agency played no part in our decision and is unable to provide the specific reasons why we are unable to extend credit to you. You have a right under the Fair Credit Reporting Act to obtain a free copy of your credit report from this agency if you request it within 60 days of receiving this notice.

If you have any questions regarding this letter, please contact our customer service department at [Phone Number].

Sincerely,

[Name/Department]
[Financial Institution Name]