

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

Subject: Regarding your application for an Unsecured Personal Loan

Dear [Applicant Name],

Thank you for your interest in a personal loan with [Financial Institution Name]. We have carefully reviewed your application and regret to inform you that we are unable to approve your request at this time.

Our decision was based on the following reason(s):

- Overextended credit lines: Your current total available credit and outstanding balances are too high relative to your income and financial profile.

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

[Name of Credit Bureau]  
[Address of Credit Bureau]  
[Toll-free Telephone Number]

Under the Fair Credit Reporting Act, you have the right to obtain a free copy of your credit report from the agency listed above if you request it within 60 days of receiving this notice. You also have the right to dispute the accuracy or completeness of any information in the report.

Please note that the reporting agency played no part in our decision and is unable to supply specific reasons why your application was denied.

Thank you for the opportunity to consider your application.

Sincerely,

[Name of Loan Officer/Department]  
[Financial Institution Name]