

Date: [Date]

To: [Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Notice of Administrative Loan Rejection - Expired Identification

Dear [Applicant Name],

Thank you for your recent interest in a loan with [Company Name]. We have finished reviewing the documentation provided for your application, reference number [Application Number].

At this time, we are unable to process your request for the following reason:

Reason for Rejection: The identification document provided ([Type of ID, e.g., Driver's License/Passport]) has expired. As a matter of policy and regulatory compliance, we require a valid, government-issued photo ID to verify your identity before a loan can be approved.

Please note that this is an administrative rejection based on documentation requirements and is not a reflection of your creditworthiness.

If you wish to proceed with your application, please provide a clear copy of your renewed or current identification document via [Submission Method, e.g., Online Portal/Email]. Once received, we will be happy to resume the review of your application.

If you have any questions, please contact our customer service department at [Phone Number] or [Email Address].

Sincerely,

[Name/Department]

[Company Name]