

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Notice of Loan Application Rejection - Incomplete Documentation

Dear [Applicant Name],

Thank you for your interest in a loan with [Company Name].

We are writing to inform you that we are unable to approve your loan application at this time. This decision was made because we did not receive the documents requested in our previous correspondence dated [Date of Request].

The following documents were not submitted:

- [Missing Document 1]
- [Missing Document 2]
- [Missing Document 3]

Without these records, we cannot complete the required administrative review or verify your eligibility for the loan. As a result, your file has been closed for administrative reasons.

If you still wish to pursue this loan, you may submit a new application along with all required documentation. Please note that a new credit inquiry may be performed upon re-application.

If you believe this is an error or if you submitted these documents via another channel, please contact our loan department at [Phone Number] or [Email Address].

Sincerely,

[Name of Loan Officer/Department]

[Company Name]