

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Re: Loan Application Number: [Application Number]

Dear [Applicant Name],

Thank you for your recent application for a [Loan Type] with [Financial Institution Name].

We regret to inform you that we are unable to approve your loan request at this time. This decision is based on an administrative rejection due to an **Incomplete Property Appraisal**.

To process your application, a full professional appraisal of the subject property located at [Property Address] is required. Your application was declined for the following reason(s):

- The assigned appraiser was unable to gain access to the interior of the property.
- The appraisal report lacked required documentation or specific valuations.
- Inspections required by the appraiser were not completed by the deadline.
- The appraisal expired before the loan could be moved to the final underwriting stage.

Because the collateral requirements have not been met, we cannot verify the value or condition of the property as required by our lending guidelines.

If you are able to resolve these issues or provide a completed appraisal report, we would be happy to reconsider your application. Please note that a new application or an updated credit report may be required depending on the timing of your resubmission.

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

Sincerely,

[Name of Sender]

[Title]

[Financial Institution Name]