

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Notice of Administrative Rejection - Loan Application #[Application Number]

Dear [Applicant Name],

Thank you for your recent interest in a loan with [Financial Institution Name]. We have reviewed your application for a [Loan Type].

At this time, we are unable to process your request due to an incomplete application. Specifically, the following required documentation was not provided:

- Missing Bank Statements for the period of: [Start Date] to [End Date]

Because these documents are necessary to verify your financial information and complete our underwriting process, your application has been administratively rejected for being incomplete.

This decision is based solely on the lack of documentation and is not a reflection of your creditworthiness. If you still wish to pursue this loan, please submit the missing statements along with a new application, or contact us at [Phone Number] to discuss how to reopen your file.

Thank you for your time and understanding.

Sincerely,

[Sender Name]

[Title]

[Financial Institution Name]