

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

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

Dear [Applicant Name],

Thank you for your recent loan application. After reviewing your submission, we regret to inform you that we cannot process your request at this time due to an administrative omission.

Your application has been rejected for the following reason:

- **Missing Guarantor Signature:** The required signature from your designated guarantor is missing from the loan agreement/guaranty form.

Please note that this is an administrative rejection and not a reflection of your creditworthiness. To proceed with your application, you must provide a fully executed document containing all required signatures.

You may resubmit the completed documentation by [Submission Method, e.g., uploading to the portal or visiting a branch]. Once the signed documents are received, we will resume the review of your application.

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

Sincerely,

[Sender Name]

[Title]

[Organization Name]