

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

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

Dear [Applicant Name],

Thank you for your recent loan application. After reviewing your file, we regret to inform you that we are unable to approve your request at this time for the following administrative reason:

Failure to provide valid proof of insurance.

Our lending guidelines require verifiable insurance coverage as a condition for loan approval. Despite our previous requests, we have not received the required documentation to satisfy this requirement.

Please note that this is an administrative rejection and not necessarily a reflection of your creditworthiness. Should you obtain the necessary insurance policy proof, you are welcome to re-apply or submit the missing documentation for further consideration within [Number] days.

If you believe this information is in error or if you have already sent the documentation, please contact our loan processing department at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]

[Title]

[Organization Name]