

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

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

Dear [Applicant Name],

We are writing to inform you that your loan application dated [Application Date] has been administratively rejected due to an incomplete file.

On [Date of Original Request], we contacted you requesting the following documentation/information:

- [Item 1]
- [Item 2]
- [Item 3]

As we have not received the requested information within the required timeframe of [Number] days, we are unable to proceed with the processing of your request. This decision is based on administrative requirements rather than a review of your creditworthiness.

If you still wish to pursue this loan, you will be required to submit a new application along with all the necessary documentation. Please note that terms and interest rates are subject to change based on the date of a new submission.

Thank you for your interest in our services.

Sincerely,

[Officer Name]

[Title]

[Financial Institution Name]