

[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 interest in a loan with [Company Name].

We are writing to inform you that we cannot process your application at this time. This is an administrative rejection due to the following reason:

Unsigned Application Form: The application submitted was missing the required signature(s). We require a signed document to legally verify your identity and consent to the terms of the credit check.

Please note that this is not a rejection based on your creditworthiness or financial status. It is a procedural requirement that must be met before your application can be evaluated.

To move forward with your request, please provide a signed copy of the application through one of the following methods:

- Electronic signature via our secure online portal.
- Printing, signing, and mailing the attached document to [Mailing Address].
- Visiting a local branch to sign in person.

If you have any questions regarding this notice, please contact our customer service department at [Phone Number] or [Email Address].

Sincerely,

[Name of Representative]

[Title]

[Company Name]