

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

RE: Loan Application Reference Number: [Application Number]

Dear [Applicant Name],

Thank you for your recent interest in a loan with [Financial Institution Name].

We regret to inform you that we are unable to approve your application at this time. Our decision was based on our inability to verify your identity to the standards required by our Customer Identification Program.

To help the government fight the funding of terrorism and money laundering activities, Federal law (Section 326 of the USA PATRIOT Act) requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account.

In your case, we were unable to complete this process because:

- [Insert specific reason, e.g., Information provided did not match public records]
- [Insert specific reason, e.g., Documents provided were expired or illegible]
- [Insert specific reason, e.g., Unable to verify physical address]

If you believe there has been an error or if you can provide additional documentation to verify your identity, please contact our Verification Department at [Phone Number] or visit your local branch.

Our credit decision was based in whole or in part on information obtained in a report from the consumer reporting agency listed below:

[Consumer Reporting Agency Name]

[Address]

[Phone Number]

Under the Fair Credit Reporting Act, you have the right to obtain a free copy of your consumer report from that agency if you request it within 60 days of this notice. You also have the right to dispute the accuracy or completeness of any information in the report.

Sincerely,

[Name/Department]

[Financial Institution Name]