

[Date]

[Applicant Name]  
[Applicant Address]  
[City, State, Zip Code]

Subject: Loan Application Status - [Application Number]

Dear [Applicant Name],

Thank you for your recent application for a [Loan Type]. We have carefully reviewed your application and the information provided by your proposed guarantor, [Guarantor Name].

We regret to inform you that we are unable to approve your loan request at this time. This decision was reached because the proposed guarantor did not meet our established credit requirements and internal eligibility criteria.

Our decision was based, in whole or in part, on information obtained in a report from the following consumer reporting agency:

[Agency Name]  
[Agency Address]  
[Agency Phone Number]

The reporting agency played no part in our decision and is unable to provide you with the specific reasons why your application was denied. Under the Fair Credit Reporting Act, the guarantor has the right to obtain a free copy of their credit report from this agency within 60 days of receiving this notice and to dispute the accuracy or completeness of any information in the report.

If you are able to provide an alternative guarantor who meets our criteria, or if your financial circumstances change significantly, we would be happy to reconsider your application in the future.

Thank you for your interest in our services.

Sincerely,

[Name of Representative]  
[Title]  
[Company Name]