

Date: [Insert Date]

To: [Applicant Name/Company Name]

Address: [Insert Address]

Subject: Official Rejection and Deficiency Feedback - New Branch Application

Dear [Recipient Name],

Thank you for your application to establish a new branch located at [Proposed Branch Address]. After a thorough review of your submission, we regret to inform you that your application has been rejected in its current form.

Our evaluation identified the following deficiencies that must be addressed before any future consideration:

- **Documentation Incomplete:** [Detail missing forms or certificates]
- **Regulatory Non-Compliance:** [List specific codes or regulations not met]
- **Operational Gaps:** [Describe issues with staffing, security, or infrastructure]
- **Financial Requirements:** [Detail insufficient capital or budget projections]

Due to these factors, we cannot proceed with the approval process at this time. Should you wish to reapply, please ensure that all listed deficiencies are corrected and that a new, complete application package is submitted.

If you have any questions regarding this feedback, you may contact the [Department Name] at [Phone Number/Email].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]