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Date: [Date]

Applicant Name: [Applicant Name]

Address: [Applicant Address]

City, State, Zip: [City, State, Zip]

Subject: Notice of Adverse Action / Expiration of Conditional Approval

Dear [Applicant Name],

Thank you for your recent application for [Type of Credit/Loan/Lease]. We are writing to inform you that we are unable to move forward with your request at this time.

This decision was reached due to the following reason(s):

- **Expiration of Conditional Approval:** The conditional approval previously issued on [Date] has expired. The required documents or conditions were not met within the specified timeframe.
- [Insert specific reason, e.g., Insufficient income, Credit history, etc.]

Notice Regarding Credit Report:

Our decision was based in whole or in part on information obtained in a report from the consumer reporting agency listed below. The reporting agency played no part in our decision and is unable to supply specific reasons why we have denied your request.

[Name of Credit Reporting Agency]

[Agency Address]

[Agency Phone Number]

You have a right under the Fair Credit Reporting Act to know the information contained in your credit file at the consumer reporting agency. You also have a right to a free copy of your report from that agency, if you request it no later than 60 days after you receive this notice. In addition, if you find that any information contained in the report you receive is inaccurate or incomplete, you have the right to dispute the matter with the reporting agency.

Equal Credit Opportunity Act Notice:

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency

that administers compliance with this law concerning this creditor is [Name of Regulatory Agency, Address].

If you have any questions regarding this letter, please contact us at [Phone Number].

Sincerely,

[Name of Sender/Department]
[Company Name]