

Date: [Date]

Applicant Name: [Applicant Name]

Address: [Applicant Address]

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

Subject: Notice of Action Taken and Statement of Reasons

Dear [Applicant Name],

Thank you for your recent application for an FHA-insured mortgage loan. We have completed our review of your application; however, we regret to inform you that we are unable to approve your request for credit at this time for the following reason(s):

- [Insert Reason: e.g., Credit history, Debt-to-income ratio, Inadequate collateral, etc.]
- [Insert Reason: e.g., Insufficient cash reserves, Unable to verify employment]

Disclosure of Use of Information Obtained from an Outside Source:

Our decision was based in whole or in part on information obtained in a report from the consumer reporting agency listed below. You have a right under the Fair Credit Reporting Act to know the information contained in your credit file at the consumer reporting agency. The reporting agency played no part in our decision and is unable to supply specific reasons why we have denied your credit.

Agency Name: [Credit Bureau Name]

Address: [Bureau Address]

Telephone: [Bureau Phone Number]

You also have a right to a free copy of your report from the reporting 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, City, State, Zip].

Sincerely,

[Loan Officer Name]

[Lending Institution Name]

[NMLS Number]