

Date: [Date]

Applicant Name: [Applicant Name]

Address: [Applicant Street Address]

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

Subject: Notice of Action Taken Regarding Your Mortgage Application

Dear [Applicant Name],

Thank you for your recent application for a first-time homebuyer mortgage loan. We have carefully reviewed your application and the information provided. Regrettably, we are unable to approve your request at this time for the following reason(s):

- Insufficient credit file or lack of established credit history.
- Insufficient references to demonstrate past credit performance.

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

Agency Name: [Credit Bureau Name]

Address: [Bureau Address]

Telephone: [Bureau Phone Number]

Please note that the reporting agency played no part in our decision and is unable to supply specific reasons why we have denied your credit request. Under the Fair Credit Reporting Act, you have the right to obtain a free copy of your credit report from this agency if you request it within 60 days of receiving this notice. You also have the right to dispute the accuracy or completeness of any information in the report.

Your Credit Score: [Score]

Date of Score: [Date]

Scores range from a low of [Min Score] to a high of [Max Score].

Key factors that adversely affected your credit score include:

- [Factor 1]
- [Factor 2]

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against applicants on the basis of race, color, religion, national origin, sex, marital status, or age. The federal agency that administers compliance with this law concerning this creditor is [Name of Regulatory Agency, Address, City, State, Zip].

Sincerely,

[Name of Loan Officer/Underwriter]
[Name of Lending Institution]
[Institution Address]