

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Notice of Action Taken Regarding Your Mortgage Application

Dear [Applicant Name],

Thank you for choosing [Lending Institution Name] for your home financing needs. We have carefully reviewed your application for a home loan regarding the property located at [Property Address, if applicable].

Regrettably, we are unable to approve your request for credit at this time. Our decision was based on the following reason(s):

- Insufficient credit file (limited credit history)
- Lack of established credit references
- Inability to verify sufficient credit depth

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

[Name of Credit Bureau]

[Address of Credit Bureau]

[Phone Number of Credit Bureau]

Please note that the consumer reporting agency did not make the decision to deny your application and is unable to provide you with the specific reasons why the credit was denied. Under the Fair Credit Reporting Act, you have the right to obtain a free copy of your credit report from that 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.

If you have any questions regarding this letter, please contact our loan processing department at [Phone Number].

Sincerely,

[Name of Loan Officer/Representative]

[Title]

[Lending Institution Name]