

**Date:** [Date]

**Applicant Name:** [Applicant Name]

**Address:** [Applicant Street Address]

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

**Subject: Notice of Action Taken on Mortgage Application**

Dear [Applicant Name],

Thank you for your recent application for a mortgage loan. After careful consideration of your request, we regret to inform you that we are unable to approve your application at this time for the following reason(s):

- **Insufficient Credit History:** Your credit report does not contain enough information regarding past credit accounts, repayment history, or length of time accounts have been open to meet our minimum underwriting requirements.

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]

[Telephone 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 decision was made. 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 receipt of this notice. You also have the right to dispute the accuracy or completeness of any information in the report.

**Credit Score Disclosure:**

We also obtained your credit score from this agency and used it in making our credit decision. Your credit score is a number that reflects the information in your credit report. Your credit score can change, depending on how the information in your report changes.

- **Your Credit Score:** [Score]
- **Date of Score:** [Date Score was Generated]
- **Scores Range From:** [Low Score] to [High Score]

**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 [Federal Agency Name and Address].

Sincerely,

[Loan Officer Name]

[Lending Institution Name]

[Phone Number]