

[Date]

[Applicant Name]  
[Applicant Address]  
[City, State, Zip Code]

**Subject: Notice of Decision Regarding Mortgage Pre-Approval Application**

Dear [Applicant Name],

Thank you for choosing [Lending Institution Name] for your home financing needs. We have carefully reviewed your application for a mortgage pre-approval.

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

- **Inadequate Credit History:** Your credit profile does not currently meet the minimum requirements regarding the length of time your accounts have been established or the variety of credit types maintained.

In evaluating your application, we used a credit report provided by the following agency:

[Credit Reporting Agency Name]  
[Agency Address]  
[Agency Phone Number]

The agency played no part in our decision and is unable to supply specific reasons why your pre-approval was denied. 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 letter. You also have the right to dispute the accuracy or completeness of any information in the report.

We encourage you to continue building your credit history and welcome you to re-apply in the future once your credit profile has further developed. If you have any questions regarding this letter, please contact our loan department at [Phone Number].

Sincerely,

[Name of Loan Officer/Representative]  
[Title]  
[Lending Institution Name]