

**Date:** [Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

**Subject: Notice of Action Taken Regarding Your Pre-Qualification Request**

Dear [Applicant Name],

Thank you for your recent interest in our first-time homebuyer program. We have completed our review of your pre-qualification request for a home mortgage loan. Unfortunately, we are unable to approve your request at this time.

**Description of Action Taken:** We are unable to offer a pre-qualification based on the information provided in your application and the credit report obtained.

**Principal Reason(s) for Credit Denial:**

- Credit score does not meet the minimum requirements for this loan program.

**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 credit to you.

[Name of Credit Bureau]

[Address of Credit Bureau]

[Phone Number of Credit Bureau]

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.

**Information About Your Credit Score:**

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

- Your credit score: [Score]

- Date: [Date of Score]
- Scores range from a low of [Low Range] to a high of [High Range].

If you have any questions regarding this notice, please contact us at [Lender Phone Number].

Sincerely,

[Loan Officer Name]

[Lending Institution Name]

[Lending Institution Address]

---

**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].