

**Date:** [Date]

**Applicant Name:** [Applicant Name]

**Address:** [Applicant Address]

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

**Subject: Notice of Action Taken and Statement of Reasons**

Dear [Applicant Name],

Thank you for your recent application for a Jumbo Mortgage Loan. After careful consideration of your application and the information provided, we regret to inform you that we are unable to approve your request at this time.

**Description of Transaction:** Jumbo Mortgage Loan

**Description of Action Taken:** Application Denied

**Principal Reason(s) for Adverse Action:**

- Your credit score does not meet the minimum requirements for our Jumbo 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:

**Agency Name:** [Name of Credit Bureau]

**Address:** [Bureau Address]

**Telephone:** [Bureau Phone Number]

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. You have a right under the Fair Credit Reporting Act to know the information contained in your credit file at the consumer reporting agency.

You also have a right to a free copy of your report from that 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 over time, depending on how the information in your report changes.

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

**Key factors that adversely affected your credit score:**

1. [Factor 1]
2. [Factor 2]
3. [Factor 3]
4. [Factor 4]

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

Sincerely,

[Lender Name]  
[Lender Address]