

Date: [Date]

Applicant Name: [Applicant Name]

Address: [Applicant Address]

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

Subject: Notice of Action Taken Regarding Pre-Approval Request

Dear [Applicant Name],

Thank you for your recent application for a mortgage pre-approval. After a careful review of your application and credit history, we regret to inform you that we are unable to approve your request at this time.

Description of Action Taken: Pre-approval denied.

Principal Reason(s) for Credit Denial:

- Credit score below minimum program requirements.

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: [Credit Bureau Name]

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 adverse action was taken. 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.

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 credit report. Your credit score can change over time, depending on how the information in your report changes.

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

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; 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.

Sincerely,

[Loan Officer Name]

[Company Name]

[Company Address]