

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

RE: Notice of Action Taken on Mortgage Loan Application

Dear [Applicant Name],

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

Our decision was based on the following specific reason(s):

- **Unstable employment history:** Our underwriting guidelines require a consistent and predictable income stream. The frequency of employment changes or gaps in your work history do not currently meet the 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:

[Consumer Reporting Agency Name]

[Agency Address]

[Agency Phone Number]

Under the Fair Credit Reporting Act, you have the right to know the information contained in your credit file at the consumer reporting agency. You also have the right to a free copy of your report from the agency if you request it within 60 days of receiving this notice. Furthermore, if you find that any information in the report is inaccurate or incomplete, you have the right to dispute the matter with the reporting agency.

Please note that the reporting agency played no part in our decision and is unable to supply specific reasons why we have denied your credit.

Equal Credit Opportunity Act 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].

Sincerely,

[Loan Officer Name]

[Lending Institution Name]

[Phone Number]