

**Date:** [Date]

**Applicant Name:** [Applicant Name]

**Address:** [Applicant Address]

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

**Subject: Notice of Action Taken on Mortgage Application**

Dear [Applicant Name],

Thank you for your recent application for a mortgage loan. We have completed our review of your request. Regrettably, we are unable to approve your application at this time for the following reason(s):

- [Insert Reason: e.g., Insufficient income for mortgage requested]
- [Insert Reason: e.g., Excessive obligations in relation to income]
- [Insert Reason: e.g., Unable to verify employment]
- [Insert Reason: e.g., Collateral value or condition is insufficient]

**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:

[Name of Credit Bureau]

[Address of Credit Bureau]

[Phone Number of Credit Bureau]

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. 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 the reporting agency if you request it within 60 days of receiving this notice. 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.

**ECOA 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 and Address of Relevant Regulatory Agency].

Sincerely,

[Loan Officer Name/Department]  
[Financial Institution Name]