

[Date]

[Applicant Name]
[Applicant Address]
[City, State, Zip Code]

Subject: Notice of Adverse Action regarding your Credit Application

Dear [Applicant Name],

Thank you for your recent application for [Type of Credit]. We regret to inform you that we are unable to approve your request at this time.

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

- Failure to provide the requested Credit Letter of Explanation regarding [Specific Account or Issue].
- Incomplete application due to missing documentation.

Disclosure of Use of Information Obtained From an Outside Source

Our decision was based in whole or in part on information obtained from the consumer reporting agency listed below. 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 Reporting Agency]
[Agency Address]
[Agency Phone Number]

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.

If you have any questions regarding this letter or would like to submit the missing information for future consideration, please contact us at [Company Phone Number].

Sincerely,

[Name of Contact Person/Department]
[Company Name]

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 Regulatory Agency].