

Date: [Insert Date]

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

Subject: Notice of Adverse Action Regarding Loan Application #[Insert Loan Number]

Dear [Applicant Name],

Thank you for your recent application for credit. After carefully reviewing your application and the required documentation, 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 required appraisal documentation.
- Inability to verify collateral value due to incomplete documentation.

Disclosure of Use of Information Obtained from an Outside Source

Our decision was based in whole or in part on information obtained from an outside source other than a consumer reporting agency. Under the Fair Credit Reporting Act, you have the right to make a written request, no later than 60 days after you receive this notice, for a disclosure of the nature of this information.

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:

[Insert Federal Agency Name/Address]

If you have any questions regarding this notice, please contact us at:

[Lender Name]
[Lender Address]
[Phone Number]

Sincerely,

[Name of Loan Officer/Representative]
[Title]