

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

RE: Notice of Action Taken on Loan Application #[Loan Number]

Dear [Applicant Name],

Thank you for your recent application for a [Loan Type]. We regret to inform you that we are unable to approve your request at this time for the following reason(s):

- **Failure to provide required gift funds documentation:** We have not received the necessary verification regarding the source, transfer, or donor eligibility of the gift funds disclosed in your application.

Specifically, the following items were requested but not provided or were insufficient:

- [Insert specific item, e.g., Signed Gift Letter]
- [Insert specific item, e.g., Evidence of transfer/Bank Statement from Donor]
- [Insert specific item, e.g., Evidence of receipt of funds]

Our credit 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]

[Address]

[Phone Number]

Under the Fair Credit Reporting Act, you have the right to obtain a free copy of your consumer report from that agency if you request it within 60 days of receipt of this notice. You also have the right to dispute the accuracy or completeness of any information in the report.

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 of Regulatory Agency, Address].

If you have any questions regarding this notice, please contact us at [Phone Number].

Sincerely,

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