

Date: [Date]

To:

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Notice of Action Taken and Statement of Reasons

Dear [Applicant Name],

Thank you for your recent application for a mortgage loan. We regret to inform you that we are unable to approve your request at this time.

Description of Action Taken: Your application for a mortgage loan has been denied.

Principal Reason(s) for Adverse Action:

- Incomplete application: Failure to provide required bank statements as requested.

Our decision was based on our inability to verify your assets and financial standing due to the missing documentation mentioned above. Because we did not receive the necessary bank statements, we were unable to complete the underwriting process.

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 Federal Regulatory Agency].

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

[Loan Officer Name]

[Financial Institution Name]

[Phone Number]

[Address]

Sincerely,

[Sender Name]

[Title]