

**Date:** [Date]

**Applicant Name:** [Applicant Name]

**Address:** [Applicant Address]

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

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

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 for the following reason(s):

- Unable to verify identity.
- Unable to verify employment.
- Unable to verify income.
- Incomplete application (required documentation not provided).

Our decision was based in whole or in part on information obtained in a report from the consumer reporting agency listed below:

**Agency Name:** [Agency Name]

**Address:** [Agency Address]

**Telephone:** [Agency Phone Number]

Under the Fair Credit Reporting Act, you have the right to know the information contained in your file at the consumer reporting agency. You also have the 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 in the report is inaccurate or incomplete, you have the right to dispute the matter with the reporting agency.

The reporting agency played no part in our decision and is unable to supply specific reasons why we have denied your credit request.

**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 [Name of Regulatory Agency, Address, City, State, Zip].

Sincerely,

[Loan Officer Name]

[Lending Institution Name]

[Contact Information]