

Date: [Date]

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

Notice of Adverse Action Regarding Loan Application

Dear [Applicant Name],

Thank you for your recent application for a loan. After careful review of your application, we regret to inform you that we are unable to approve your request for the terms requested. This decision was based on the following reason(s):

- [Insert Reason 1, e.g., Insufficient income]
- [Insert Reason 2, e.g., Delinquent past or present credit obligations]
- [Insert Reason 3, e.g., Excessive debt-to-income ratio]

Disclosure of Use of Information Obtained from an Outside Source

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

[Name of Credit Bureau]
[Address]
[Phone Number]
[Website]

The consumer reporting agency did not make the decision to deny your application and is unable to provide you with the specific reasons why the application was denied.

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

Your Credit Score

In evaluating your application, we also used your credit score. A credit score is a number that reflects the information in your credit report.

- **Your Credit Score:** [Insert Score]

- **Date Score Calculated:** [Insert Date]
- **Range of Possible Scores:** [Insert Range, e.g., 300-850]

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; 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 Name and Address of Relevant Regulatory Agency].

Sincerely,

[Name of Lender/Organization]

[Lender Address]

[Lender Phone Number]