

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

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

Dear [Applicant Name],

Thank you for your recent application for a [Type of Loan]. We regret to inform you that we are unable to approve your request at this time.

Our decision was based in whole or in part on the following reason(s):

- **Investor Guideline Restriction:** The application does not meet specific secondary market investor requirements.
- [Insert specific reason, e.g., Property type ineligible for investor program]
- [Insert specific reason, e.g., Minimum loan-to-value requirements not met]

Information About Your Credit Score

We also obtained your credit score from [Name of Credit Reporting Agency] and used it in making our credit decision. Your credit score is a number that reflects the information in your credit report.

- Your credit score: [Score]
- Date: [Date score was pulled]
- Scores range from a low of [Low Score] to a high of [High Score].

Your Right to a Copy of Your Credit Report

You have a right under the Fair Credit Reporting Act to know the information contained in your credit file at the consumer reporting agency. You also have a right to a free copy of your report from the reporting agency, if you request it no later than 60 days after you receive this notice.

[Agency Name]

[Agency Address]

[Agency Phone Number]

If you have any questions regarding this decision, please contact us.

Sincerely,

[Name of Financial Institution]
[Department Name]
[Contact Phone Number]

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, or because all or part of the applicant's income derives from any public assistance program.