

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Notification of Adverse Action - Modification of Terms

Dear [Applicant Name],

Thank you for your recent application for [Type of Credit/Service]. After reviewing your request, we are unable to approve your application under the original terms requested. However, we are able to offer you a modification based on the following terms:

**Proposed Modification:** [Insert Modified Terms, e.g., Lower Credit Limit, Higher Interest Rate, or Requirement of a Co-signer]

Our decision was based, in part, on the fact that your application remains incomplete. We have not received the following required documentation:

- [List Missing Document 1]
- [List Missing Document 2]

If you would like us to reconsider your application for the original terms requested, please provide the missing documentation listed above by [Deadline Date].

**Notice Furnished According to the Fair Credit Reporting Act (FCRA):**

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

[Consumer Reporting Agency Name]

[Agency Address]

[Agency Phone Number]

The consumer reporting agency did not make the decision to take this adverse action and is unable to provide you with the specific reasons why the action was taken. You have a right under the FCRA 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.

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

Sincerely,

[Your Name/Company Name]  
[Title]