

**Date:** [Date]

**Borrower Name(s):** [Borrower Name(s)]

**Property Address:** [Property Address]

**Loan Number:** [Loan Number]

Dear [Borrower Name(s)],

Thank you for your recent request for a mortgage loan modification. We have completed our review of your application and the supporting documentation provided. Regrettably, we are unable to approve your request for a loan modification at this time for the following reason(s):

- [Insert specific reason, e.g., Your monthly gross income is insufficient to support the modified payment.]
- [Insert specific reason, e.g., We did not receive the required documents by the specified deadline.]
- [Insert specific reason, e.g., The Net Present Value (NPV) calculation resulted in a negative outcome for the investor.]

### **Credit Counseling Information**

If you would like assistance in exploring other options, you may contact a HUD-approved housing counseling agency by calling the HUD toll-free number at 1-800-569-4287 or visiting [www.hud.gov](http://www.hud.gov).

### **Notice of Right to Requested Documents**

If our decision was based in whole or in part on information contained in a credit report, you have the right to obtain a free copy of your credit report from the reporting agency listed below if you request it within 60 days of receiving this notice.

[Credit Reporting Agency Name]

[Agency Address]

[Agency Phone Number]

### **Right to Appeal**

You have the right to appeal this decision. If you believe there were errors in our evaluation, please submit a written request for an appeal within 30 days of the date of this letter to the address listed below.

[Lender Name]

[Appeals Department Address]

[Contact Phone Number]

### **Equal Credit Opportunity Act (ECOA) 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.

Sincerely,

[Name/Department]

[Lender Name]