

[Your Name]  
[Your Title/Position, if applicable]  
[Company/Lender Name]  
[Company Address]  
[City, State ZIP Code]  
[Date]

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

Dear [Applicant Name],

Thank you for your interest in obtaining a personal loan with [Company/Lender Name]. After careful consideration of your application dated [Application Date], we regret to inform you that we are unable to approve your personal loan request at this time.

Our decision was based on a review of the information provided in your application and your credit report. In particular, we noted the following factor(s) that contributed to our decision:

- **High Credit Utilization Ratio:** Your current credit report reflects a credit card and/or line of credit utilization rate that exceeds recommended limits. High credit utilization can indicate increased reliance on available credit, which may be viewed as a higher risk by lenders and can negatively impact your credit score.
- **Other Credit History Considerations:** (If applicable) Additional factors such as recent late payments, outstanding debts, or other derogatory marks may have also contributed to our decision.

We understand that this news may be disappointing. Please know that our decision does not reflect upon you personally. We encourage you to address the credit utilization factor by aiming to reduce outstanding balances and refraining from taking on additional debt at this time. These steps may improve your eligibility for future credit applications.

You are entitled to receive a free copy of your credit report used in our evaluation. For more information on obtaining your credit report, or for questions regarding this decision, please contact [Credit Bureau Name] at [Credit Bureau Contact Information] or reach out to our customer service team at [Lender Contact Information].

Thank you for considering [Company/Lender Name] for your lending needs. If you have any questions or would like to discuss your application further, please do not hesitate to contact us.

Sincerely,  
[Your Name]  
[Your Title/Position]