

Student Loan Refusal Letter Template

Date: [Insert Date]

Applicant Name: [Insert Name]

Address: [Insert Address]

City, State, ZIP: [Insert City, State, ZIP]

Dear [Applicant Name],

Thank you for your recent application for a student loan with [Loan Provider/Institution Name]. We appreciate your interest in our financial assistance programs.

After careful review of your application (Reference No.: [Insert Reference Number]), we regret to inform you that your request for a student loan has been **declined**. The decision was based on the following reason(s):

- ☐ Incomplete application or missing documentation
- ☐ Unmet credit requirements
- ☐ Insufficient proof of income
- ☐ Other: [Specify]

We understand that this outcome may be disappointing. To help you address the eligibility issues, please consider following these steps:

1. **Carefully review the reasons** for refusal listed above.
2. **Gather any missing or corrected documentation** or information that may help us reassess your eligibility.
3. **Contact our customer service team** at [Contact Number/Email] should you need clarification on the eligibility requirements or the documentation needed.
4. **Explore alternative funding options**, such as grants, scholarships, or other loan providers, if immediate reapplication is not possible.
5. **Consider reapplying** after you have resolved the issues identified, as this may increase your chances of approval in the future.

If you have any questions or require further assistance, please do not hesitate to reach out to us at [Loan Provider/Institution Contact Information].

We wish you the best in your academic endeavors.

Sincerely,

[Your Name or Department]

[Loan Provider/Institution Name]