

Date: [Insert Date]

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

Dear [Applicant Name],

Thank you for your recent application for a commercial loan with [Lender Name]. We appreciate your interest in our financial services and the time you invested in preparing your application.

After careful review, we regret to inform you that we are unable to approve your commercial loan request at this time. This decision is based on our assessment of your application against our current lending criteria. While we understand this outcome may be disappointing, we would like to offer you specific areas for potential improvement, which could enhance your eligibility for future consideration:

- **Improve Credit Score:** We recommend working to raise your business and/or personal credit scores by ensuring timely payment of existing obligations and reducing outstanding debt.
- **Increase Collateral:** Increasing available collateral may improve your loan application's strength and help mitigate lending risk.
- **Adjust Debt-to-Income Ratio:** Reducing existing debt can help lower your debt-to-income ratio, making your business more attractive to lenders.
- **Enhance Cash Flow:** Demonstrating stronger and more consistent business cash flow through financial statements may positively impact future applications.
- **Update Financial Documentation:** Providing additional or more recent financial documentation can offer clearer insights into your business's financial health.

We highly encourage you to address these suggestions and consider reapplying in the future. Our team is available to discuss your application or provide resources that may assist in improving your financial standing.

Thank you again for considering [Lender Name] for your business financing needs. We wish you continued success and look forward to the opportunity to work with you in the future.

Sincerely,

[Lender Representative Name]  
[Lender Name]  
[Contact Information]