

[Bank Name]  
[Bank Address]  
[City, State, ZIP Code]  
[Date]

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

Dear [Applicant Name],

Thank you for your recent application for a [Type of Loan, e.g., personal, business, mortgage] with [Bank Name]. After careful consideration, we regret to inform you that we are unable to approve your loan application at this time.

The decision was based on one or more of the following reasons:

- Insufficient credit history or a low credit score.
- Incomplete or missing documentation.
- Unmet eligibility criteria for the loan type requested.
- High debt-to-income ratio.
- Lack of sufficient collateral.

We value your interest in working with [Bank Name], and we would like to support you in strengthening your future applications. To enhance your chances of loan approval, we suggest the following steps:

- Review and improve your credit report. Ensure all outstanding debts are paid on time and check your credit report for any errors.
- Gather all required documentation, such as proof of income, tax returns, and legal identifications, to ensure your application is complete.
- Confirm that you meet all eligibility requirements for the specific loan product before submitting a new application.
- Consider reducing your overall debt to lower your debt-to-income ratio.
- If applicable, provide additional or more substantial collateral.

If you have questions regarding this decision or would like to discuss the feedback in more detail, please do not hesitate to contact us at [Bank Phone Number] or [Bank Email Address]. We appreciate your interest in [Bank Name] and look forward to serving you in the future.

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