

Date: [Insert Date]

To: [Applicant's Name]
[Business Name]
[Business Address]

Subject: Business Loan Application Decision

Dear [Applicant's Name],

Thank you for submitting your loan application to [Lender Name]. We appreciate your interest in partnering with us to support your business goals.

After careful review of your application and supporting documentation, we regret to inform you that we are unable to approve your request for a business loan at this time.

Your loan application was denied for the following reason(s):

- Insufficient credit history or low credit score
- Low or inconsistent cash flow
- Lack of collateral or insufficient business assets
- Incomplete or unclear documentation
- Other: [Specify if applicable]

We understand this decision may be disappointing. To improve your chances for loan approval in the future, we recommend the following tips:

1. **Strengthen your credit profile:** Monitor your business and personal credit reports, and take steps to improve your credit score by paying bills on time and reducing outstanding debts.
2. **Enhance your financial statements:** Ensure your business financial records are accurate, up-to-date, and demonstrate positive trends in revenue and profitability.
3. **Provide clear documentation:** Prepare comprehensive and well-organized required documents, including business plans, tax returns, bank statements, and financial projections.
4. **Consider alternative financing:** Explore loans with other lenders, government programs, or alternative financing options that may be better suited to your current business situation.

If you have any questions about this decision or would like more detailed feedback, please contact us at [Lender Contact Information]. We encourage you to reapply in the future should your circumstances change or after addressing the points above.

We wish you and your business continued success.

Sincerely,
[Lender Representative Name]
[Lender Name]
[Lender Contact Information]