

[Credit Union Letterhead]  
[Credit Union Name]  
[Address]  
[City, State ZIP Code]  
[Phone Number]  
[Date]

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

Dear [Applicant Name],

Thank you for your recent application for a loan with [Credit Union Name]. After careful review, we regret to inform you that we are unable to approve your loan request at this time.

Your application was declined for the following reason(s):

- [Example: Credit score below minimum requirement]
- [Example: Insufficient income documentation]
- [Example: Outstanding obligations exceed allowable debt-to-income ratio]

We understand that this decision may be disappointing. However, we want to support you in your future financial goals. To improve your chances of approval should you choose to reapply, we recommend the following steps:

- **Address credit report issues:** Review your credit report for any errors and work on improving your credit score by paying down debts and making timely payments.
- **Provide additional documentation:** Ensure you submit all necessary paperwork, such as proof of income or employment verification, when reapplying.
- **Consider applying for a lower amount:** A smaller loan amount may be more manageable based on your current financial situation.

If you have questions about this decision or would like personalized guidance on how to strengthen your application, please contact us at [Phone Number] or visit our branch. Our team is here to help you achieve your financial needs.

You may also have certain rights under the Equal Credit Opportunity Act. If you would like a statement of the specific reasons for this credit denial, please contact us within 60 days.

Thank you for considering [Credit Union Name] for your financial needs. We hope to serve you in the future.

Sincerely,  
[Loan Officer Name]  
[Title]  
[Credit Union Name]