

Date: [Insert Date]

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

Subject: Business Loan Application Decision

Dear [Applicant Name],

Thank you for your interest in applying for a business loan with [Lender Name]. We appreciate the opportunity to review your application and supporting documentation.

After a careful evaluation, we regret to inform you that we are unable to approve your loan application at this time. Our decision is primarily based on issues identified with the documentation provided during the application process.

Specifically, the following documentation concerns were noted:

- Some financial statements submitted were **incomplete** or missing required supporting documents.
- Certain documents, including tax returns and business licenses, were **outdated** and did not reflect the current financial status or operational standing of your business.
- Several documents did not meet our **verification standards** for authenticity or completeness.

For future loan applications, please ensure that all required documentation is current, accurate, and complete. This includes, but is not limited to:

- Updated financial statements (profit and loss statement, balance sheet, cash flow statement)
- Most recent business tax returns
- Valid business licenses and registrations
- Clear and current identification proofs for all proprietors and co-applicants

We encourage you to address these documentation issues and consider reapplying in the future. Our team will be happy to review a revised application with complete and updated documents.

If you have any questions regarding this decision or need further clarification on the required documentation, please feel free to contact us at [Contact Information]. We appreciate your interest in working with [Lender Name] and wish you continued success with your business.

Sincerely,

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