

Date: [Insert 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 loan, auto loan] with [Credit Union Name]. We appreciate your interest in our loan services and your trust in our credit union.

After careful review, we regret to inform you that we are unable to approve your loan application at this time.

The primary reasons for our decision are:

- Insufficient credit history
- Lack of verifiable income
- Failure to meet our lending criteria

Please understand that this decision does not reflect on your value as a member, but rather is based on our commitment to responsible lending and regulatory guidelines. We encourage you to review the factors listed above and, if possible, take steps to improve your application for future requests.

If you would like further details about the specific reasons for this decision, or if you believe there has been an error in your application information, please feel free to contact us at [credit union phone number] or [email address].

You have the right to request a free copy of your credit report from the credit reporting agency used in this decision within 60 days. The agency we used is:

[Credit Reporting Agency Name]  
[Credit Reporting Agency Address]  
[Credit Reporting Agency Phone Number]

We value your membership and welcome the opportunity to assist you with future financial needs. Thank you again for considering [Credit Union Name] for your loan needs.

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