

Date: [Insert Date]

Applicant Name: [Applicant Full Name]

Address: [Applicant Address Line 1]

[Applicant Address Line 2]

[City, State, ZIP Code]

Dear [Applicant Name],

Thank you for your recent application for a loan with [Lender Name]. We appreciate the time and effort you invested in the process and the opportunity to review your request.

After careful consideration, we regret to inform you that we are unable to approve your loan application at this time. Our decision was based on the following specific reason(s):

- **Credit Score:** Your current credit score of [insert credit score] does not meet our minimum requirement of [minimum credit score]. This was a significant factor in our decision, as your credit history demonstrates [brief explanation, e.g., late payments, defaults, etc.].
- **Income Requirements:** Based on the documentation provided, your reported monthly income of \$[amount] is insufficient to support the repayment of the requested loan amount according to our lending guidelines.
- **Incomplete Documentation:** We were unable to verify certain required documents, such as [list missing items, e.g., recent pay stubs, tax returns, identification, etc.], which are necessary for us to process your application.

If you believe any of the above information is incorrect or if you have additional documentation that was not previously included, you may submit a formal written request for reconsideration within 30 days of receiving this letter.

We encourage you to review your credit report, ensure all necessary documents are complete, and take steps to strengthen your financial profile before reapplying. For your convenience, you are entitled to a free copy of your credit report from each of the major credit reporting agencies annually, which can help identify any discrepancies.

Thank you again for considering [Lender Name] for your financial needs. If you have any questions or need assistance understanding our decision, please do not hesitate to contact us at [contact phone number] or [contact email].

Sincerely,

[Loan Officer Name]

[Job Title]

[Lender Name]