Date: [Insert Date]

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

Subject: Loan Application Rejection Notification

Dear [Applicant Name],

Thank you for your recent application for a [type of loan, e.g., personal, auto, mortgage] loan with [Bank/Financial Institution Name]. We appreciate your interest in our services and the time you took to complete the application process.

After careful review of the information provided and an evaluation against our lending criteria, we regret to inform you that your loan application has not been approved at this time.

We base our decisions on several key factors. Specifically, your application was declined for the following reason(s):

- Insufficient credit history: Our assessment indicated that your credit file does not contain enough information to evaluate your creditworthiness accurately.
- Inadequate income: The income stated in your application did not meet our minimum requirements necessary to support the requested loan amount.
- High debt-to-income ratio: Our review showed that your current debts are high in relation to your income, which may impact your ability to manage new credit obligations.
- Incomplete documentation: Some necessary documents or information were missing or could not be verified.

Please note that this decision does not reflect on you personally, but rather our need to adhere to internal lending standards and regulatory guidelines. We encourage you to request a copy of your credit report from any of the major credit reporting agencies to ensure all the information is accurate.

Should your circumstances change or if you are able to provide additional supporting information in the future, you may reapply for a loan at any time. Additionally, our team would be happy to discuss your application and suggest steps you may take to improve your eligibility for future consideration.

If you have any questions regarding this decision or wish to discuss your application in more detail, please contact us at [contact number] or [email address].

We appreciate your interest in [Bank/Financial Institution Name] and wish you the best in your future financial endeavors.

Sincerely,
[Loan Officer Name / Customer Service Team]
[Bank/Financial Institution Name]