

Date: [Insert Date]

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

Dear [Applicant Name],

Thank you for your interest in applying for a loan with [Lender Name]. After careful review of your application, we regret to inform you that we are unable to approve your loan request at this time.

The primary reasons for our decision are as follows:

- **Insufficient Credit History:** Our assessment shows that your credit history does not meet our minimum requirements for this type of loan. A longer or more consistent credit history is often necessary to establish your creditworthiness.
- **Inadequate Income Verification:** We were unable to verify a stable or sufficient income to support the requested loan amount. Documentation such as recent pay stubs or tax returns is essential for income verification.
- **High Debt-to-Income Ratio:** Based on the information provided, your current level of debt compared to your income exceeds our allowable limits, which may affect your ability to comfortably manage additional loan payments.
- **Incomplete Documentation:** Some of the required documents for your loan application were not submitted or were incomplete, preventing us from conducting a comprehensive evaluation.

We recognize this outcome may be disappointing. You are welcome to reapply in the future, and we encourage you to take the following steps to enhance your eligibility:

- Establish or improve your credit history by making timely payments on existing accounts.
- Ensure that you provide all required and updated documentation with any future applications.
- Consider reducing your existing debt to improve your debt-to-income ratio.
- Seek additional proof of steady income to strengthen your loan application.

Please note that this decision was based solely on the information currently available. Should you have any questions or require further clarification, do not hesitate to contact our office at [Lender Contact Number] or [Lender Email Address].

Thank you again for considering [Lender Name] for your financial needs. We wish you the best in your future endeavors.

Sincerely,

[Loan Officer Name]
[Title]
[Lender Name]