

Date: [Insert Date]

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

Subject: Small Business Startup Loan Application Decision

Dear [Applicant Name],

Thank you for submitting your loan application with [Lender Name] for your small business startup. After careful review of your application and supporting documents, we regret to inform you that we are unable to approve your loan request at this time.

The primary factors contributing to our decision include:

- **Insufficient credit history** – The current credit profile does not meet our minimum requirements for business startup funding.
- **Incomplete documentation** – Some required documents or supporting financial statements were missing or incomplete.
- **Inadequate business plan** – The submitted business plan did not provide enough detail or projections for us to accurately assess the viability of your proposed business.

We understand that this outcome may be disappointing, but we encourage you to consider the following recommendations to strengthen your future loan applications:

- Work on building your **personal and business credit history** by making timely payments and reducing existing debt.
- Gather all necessary **documentation**, including tax returns, financial statements, and business licenses, before reapplying.
- Develop a comprehensive and detailed **business plan** with clear market research, financial projections, and a solid strategy for growth.
- Consider seeking advice from a **SCORE mentor** or your local **Small Business Development Center** for assistance with business planning and loan preparation.

If you have any questions about this decision or require further clarification, please do not hesitate to contact our office at [Lender Phone Number] or via email at [Lender Email Address].

Thank you for considering [Lender Name] for your financing needs. We wish you success in your business endeavors and welcome the opportunity to review your application in the future should you choose to reapply.

Sincerely,

[Your Name]  
[Your Title]  
[Lender Name]