

[Your Company Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

Thank you for your recent application for a loan with [Your Company Name]. We appreciate the time and effort you put into the application process.

After careful consideration, we regret to inform you that we cannot approve your loan application at this time. The reason for this decision is [specific reason, e.g., "your credit score does not meet our minimum requirements," or "we were unable to verify your income."]

Please know that this decision was not made lightly, and we encourage you to review your credit report or consider alternative options to improve your financial position.

If you have any questions or would like further information about our decision, please feel free to contact us at [Your Contact Information].

We thank you again for considering [Your Company Name].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]