

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Loan Approval Explanation

I hope this letter finds you well. I am writing to formally inform you of the decision regarding your loan application submitted on [Date of Application]. After careful review and consideration, we regret to inform you that your loan application has not been approved at this time.

The primary reasons for this decision include:

1. [Reason 1: Briefly explain the reason]
2. [Reason 2: Briefly explain the reason]
3. [Reason 3: Briefly explain the reason]

We understand that this may be disappointing news. Please know that you are welcome to discuss the specifics of your application further. We also encourage you to review your financial situation and address the areas that may improve your chances for future approvals.

Thank you for considering [Company Name] for your loan needs. We hope to hear from you soon.

Sincerely,

[Your Name]
[Your Title]
[Company Name]