

Request for Additional Information

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Bank/Institution Name]

[Bank Address]

[City, State, Zip Code]

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to formally request additional information regarding the recent decision to deny my loan application (Application ID: [Insert Application ID]).

While I understand that there can be various factors influencing the decision, I would appreciate any specific details that could help me address the issues raised. Understanding these factors is crucial for me to improve my financial standing and resubmit my application in the future.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]