

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

Loan Officer's Name
Bank's Name
Bank's Address
City, State, Zip Code

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to formally request a reevaluation of my loan application submitted on [date of application], which was unfortunately rejected on [date of rejection].

Upon reviewing the reasons provided for the rejection, I believe there may have been elements that warrant further consideration. [Briefly outline any new information or changes in your financial situation that could support your request for reevaluation.]

I greatly appreciate the time and effort you and your team dedicate to processing loan applications, and I am hopeful that you will consider my request. I am available at your convenience to discuss this matter further.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,
[Your Name]