

Loan Decline Notification

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Applicant's Name],

Thank you for your recent application for a secured loan with [Company Name]. We appreciate your interest in our services and the time you took to provide us with the required information.

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 decision was based on [brief reason for decline, e.g., "incomplete documentation" or "low credit score"].

We encourage you to address the aforementioned issue and consider reapplying in the future. If you have any questions regarding our decision or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you once again for considering [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]