

# Loan Request Denial Letter

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your recent request for a loan from your retirement account. We appreciate your inquiry and understand the importance of this matter to you.

After careful consideration, we regret to inform you that your loan request has been denied due to [specific reason for denial, e.g., insufficient balance, policy restrictions, etc.]. We encourage you to explore other financial options that may better suit your needs at this time.

If you have any questions or require further assistance, please feel free to contact us at [Phone Number] or [Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]