

Loan Underwriting Assessment Appeal Instructions

Dear [Borrower's Name],

Thank you for your recent application for a loan with [Lender's Name]. We understand that you may wish to appeal the assessment decision made regarding your application. Below are the instructions to guide you through the appeal process:

1. Review the Assessment Decision

Please carefully review the loan underwriting decision you received, which outlines the specific reasons for denial.

2. Gather Supporting Documents

Compile any relevant documents that support your case. This may include:

- Updated income statements
- Additional credit information
- Explanations for any discrepancies
- Other documentation as deemed necessary

3. Write Your Appeal Letter

Draft an appeal letter that includes the following:

- Your full name and contact information
- Details of your initial application (date, loan type, etc.)
- A clear statement of the reasons for your appeal
- Your supporting arguments and documents
- A polite request for reconsideration

4. Submit Your Appeal

Email your appeal letter and supporting documents to [Email Address] or send them by mail to:

[Lender's Name]
[Lender's Address]
[City, State, Zip Code]

5. Await Response

After your appeal is submitted, you will receive a confirmation receipt. The underwriting team will review your appeal, and we aim to provide a response within [Time Frame].

If you have any questions during this process, please do not hesitate to contact our customer service at [Customer Service Phone Number] or [Customer Service Email]. We appreciate your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Lender's Name]