

Sample Declination Letter

Note: Under FCRA Section 603(k) a declination letter must be sent if credit is declined, including for the purposes of renting housing. In addition to the sample wording below, you must include that information indicated by the blank lines below.

Thank you for your application. We regret that we are unable to extend credit to you at this time.

In reviewing your application, we requested and received information from the Consumer Reporting Agency listed below. The Consumer Reporting Agency's role was to provide us with character background related information about you. Therefore, they will be unable to supply the reasons why credit was not extended to you.

You have the right to request a copy of your consumer report free of charge, within sixty (60) days from the date you receive this letter. You also have the right to dispute the accuracy or completeness of any item on your consumer report.

For your convenience, the Consumer Reporting Agency's address is listed below. You may contact the agency by mail or by telephone. If you contact the agency by mail, please include your full name, current address, social security number, date of birth and a copy of this letter.

Consumer Reporting Agency: _____

Address: _____

Telephone: _____

Although we are unable to consider your application for credit at this time, thank you for applying with us.