December 12, 20xx

Suzanna Bragg  
127 Polk Drive, No. 112  
Gary, Indiana, 46402

Dear Ms. Bragg:  
  
Further to your recent loan application, this is to advise you that we will not be able to extend credit to you at this time.   
  
After a thorough review of your application and the supporting documents you supplied, we have concluded that your current financial situation precludes this institution from extending further credit to you at this time. When your financial picture changes and your current level of risk-exposure becomes lower, we would be happy to reconsider your application.   
  
On behalf of Meridian National Bank I thank you for your ongoing business and trust that we will continue to serve you in the future.   
  
If you have any questions about the details of your loan application review please feel free to contact me at (219) 882-1753.   
  
Yours truly,

Brenda Wallis  
Business Loans Manager