**From**(Bank Name)  
(Address)

**To**(Name)  
(Address)

Re.: Your application for loan

Dear Sir,

With reference to your application for loan dated \_\_\_\_\_\_\_\_\_\_\_\_, we have to say that it is against the bank policy to sanction loan for buying a \_\_\_\_\_\_\_\_\_\_\_\_ (Product Name). I regret to say ‘no’ to your request but hope that you will appreciate that we cannot go against bank regulations

We trust you will avail yourself of our other services.

Yours faithfully,  
(Your Name)  
Branch Manager   
Dated \_\_\_\_\_\_\_\_\_\_