Mr. Hazel Keat.  
Manager Accounts  
Falcon’s Agency, USA.

**Subject: Loan Rejection Letter**

Dear Hazel,  
This letter is to inform you that we regret to reject your loan application of US $1000. The reason is you have already taken a loan of US $2000 and the deductions are still form your monthly salary. Still $1000 are left and until and unless your balance is cleared we cannot grant another loan. As this is hard and fast rule of our organization. We hope that you will understand and your application would be accommodated later.

With Regards,

Director,  
Falcon’s Agency.