Date

Name

Address

Dear Mr. Smith,

I am writing this letter in response to the loan rejection letter I received on 5th march, 20XX.

I applied for a $[X] loan on 25th February, 20XX, for the renovation of my house. However, the request has gotten rejected. I understand your concerns about rejecting the loan, which is why I am writing this letter to try to clarify my situation one more time.

As per the rejection letter, few documents were listed to be missing. I apologize for the inconvenience. I am attaching those documents with this letter now. In addition, I have asked the contractor to make a more detailed report about the house's condition, and why it needs immediate renovation. I am enclosing that report as well.

I apologize again for your wasted time and the incomplete documents sent with the initial loan request letter.

I request you to review my loan application and consider granting me the loan. I will be very thankful to you. I cannot arrange the funds on such short notice, and the house renovation cannot be delayed. The loan would really be a big help.

Kindly, accept my loan request. Thank you once again.

Regards,

Jill Wilson.