

SAMPLE PRE-ADVERSE ACTION LETTER

[Date]

[Applicant Name
Address
City, State Zip]

Re: Notice of Background Report

Dear [Applicant Name]:

Enclosed is a consumer report that was requested in connection with your application for employment with our company. In accordance with the Federal Fair Credit Reporting Act, we have also enclosed a copy of your rights under the Act. This notification is provided because an adverse employment decision may be based, in whole or part, on this report.

You have the right to dispute the accuracy or completeness of information contained in the report(s) by contacting Associated Services Employment check, or if the report is a credit report, contacting the credit bureau that furnished the report:

Associated Services Employment Check
P. O. Box 800169
Houston, TX 77280
(713) 461-7381 Ext. 28 or (800) 290-1826 Ext. 28

Sincerely,

Human Resources Department
[Employer Company Name]
[Employer Company Address]

Enclosures:
Copy of Consumer Report
FCRA Notice of Rights
FCRA Contact Sheet