***USE YOUR LETTERHEAD***

**CALIFORNIA**

**SAMPLE ADVERSE ACTION LETTER**

Dear Applicant,

On \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_, we sent you a notice of our intent to take adverse action again you based, in whole or in part, on information furnished in a consumer report provided to us by DataCheck. We have now taken that adverse action. **(Client may wish to describe the actual adverse action taken in here, i.e., refusal to hire, promote, terminate, etc.)**

You may contact DataCheck to dispute the contents of your file or this report. DataCheck is located at: 32236 Paseo Adelanto #A, San Juan Capistrano, CA 92675. Their telephone number for consumers is : (800) 253-3394. DataCheck cannot tell you why the adverse action was made. Although you have been provided a copy of your report, you are still entitled to another free copy of your report with 60 days of receipt of this notice upon which we based our decision. You also have the right to contact the agency which furnished the report and dispute the accuracy or completeness of the report and the agency will investigate your dispute.

We had previously provided to you a copy of the report in question, and identified the disqualifying criminal record(s), along with a copy of your rights under the Fair Credit Reporting Act, the federal law that governs this report. If you have lost either or both of these, please contact our office and we will provide a free replacement copy.

Our company has no procedure for you to challenge this decision or request a reconsideration. If you believe that our action is improper, you have the right to file a complaint with the Department of Fair Employment and Housing, htts://dfeh.ca.gov/complaint-process or 2218 Kausen Drive, Suite 101, Elk Grove, CA 95758.

Very truly yours,