***USE YOUR LETTERHEAD***

**SAMPLE ADVERSE ACTION LETTER**

Dear Applicant,

Thank you for applying for a position with our company. Part of our hiring process is obtaining a consumer investigative report/consumer report on you. We have enclosed a copy of this report, along with a copy of Summary of Rights under the Fair Credit Reporting Act. Preliminary decisions regarding your employment may be made, either in whole, or in part, based on the information contained in your consumer report.

Based upon information contained in this consumer investigative report, we are unable to offer you a position with our company at this time.

The name of the company that prepared this report is:

DataCheck

28202 Cabot Road #245

Laguna Niguel, CA 92677

800-253-3394

DataCheck does not make any decisions in the hiring process and is unable to provide you with the specific reasons why we are unable to make an offer of employment to you.

It is important that you review this report for accuracy. FCRA Section 611 Procedure in case of Disputed Accuracy: You have the right to dispute the accuracy or completeness of any information DataCheck has furnished, and the right to an additional free consumer report from the agency upon request within 60 days.

If you question the accuracy of this report, you must send DataCheck a written statement as to the area you believe to be incorrect. Your request needs to be submitted in writing and you may fax it to them at 949-492-3634, Attn: Compliance Department. Provide your full name, mailing address, social security number and a photocopy of your driver's license, and your social security number card for identification purposes, along with a brief statement as to why you feel this report may contain inaccuracies. Please include any supporting documents. A re-verification will be made if reasonable grounds exist that the request is not frivolous or irrelevant. If information contained in the report is deleted or changed because of this re-verification, our company and you receive a revised report reflecting any changes.

Thank you for your interest in our company.

Sincerely,

YOUR COMPANY NAME