

Notice of Adverse Action – Sample Letter

In compliance with the Fair Credit Reporting Act, employers are required to notify an applicant if information obtained from a consumer reporting company is used, in whole or in part, in the decision to deny employment. The notification should be in the form of a letter such as the sample below. The letter must contain the name, address and the phone number of the consumer reporting company. This allows the applicant the opportunity to dispute the information if they believe it is incorrect.

ABC Company

November 22, 2000

Ms. Jane Doe
123 Main Street
Hanes City, TX 77543

Dear Ms. Doe:

Your application for employment with ABC Company has been denied. This decision was made, in whole or in part, based on information obtained from:

"
"

P cvkqpcnF cv'Tgugctej
RQ0Dqz "627"
Btqevqp, P [36938
(899) 733-54: 4
uwr r qt vB unkr o cz@qo

This letter is sent to you in compliance with the Fair Credit Reporting Act.

Please note, P cvkqpcnF cv'Tgugctej , DID NOT make the decision to take the adverse action
cpf 'is unable to provide you with the specific reasons as to why the adverse action was taken.

Sincerely,