



## ADVERSE ACTION LETTER (SAMPLE)

As the employer or user of consumer reports, it is your responsibility to ensure compliance with all of the relevant federal, state and local laws governing this area, including, but not limited to, the FCRA. We strongly recommend that prior to use, you consult with your own attorney.

Date

Applicant Name

Address

City/State/Zip Code

Dear Applicant:

We regret to inform you that based on our hiring criteria; we are unable to consider you further for an employment opportunity with our organization. This decision was made in part from the information we received from our employment-screening vendor.

In accordance with the Fair Credit Reporting Act, you have previously received a copy of the information and a copy of your rights under the Act. You also have the right to obtain an additional free copy of the report within 60 days of your receipt of this letter by contacting the supplier at the addresses and telephone numbers below. Please refer to these documents if you have further questions. You have the right to dispute the accuracy or completeness of the information contained in the report(s) by contacting or if the report is a credit report, by contacting the credit bureau that furnished the report.

For credit reports, contact the bureau that supplied the report as listed on the consumer report:  
Experian: Consumer Assistance, P.O. Box 2350, Chatsworth, CA 91313, 888.397.3742. Equifax: P.O. box 740241, Atlanta, GA 30374-0241, 800.685.1111 TransUnion: P.O. Box 7000, North Olmstead, OH 44071, 800.888.4213

For information on non-credit reports, contact:

Total Screening Solutions, 4730 Park Road, Charlotte, NC 28209, 704.561.0081

Any dispute regarding the information on your report must be resolved with the agencies above.

Thank you for your interest in employment with our organization.

Regards,

Your name

Your Title