

Sample Adverse Action- First Communication

DATE

Dear Applicant:

This letter is to notify you that _____(COMPANY NAME) has conducted a pre-employment background check that you authorized as part of your application process. As a part of that process, _____(COMPANY NAME) obtained a pre-employment report that, if accurate, is grounds (in whole or in part) for denial of your application. This notice and a copy of the summary of your rights under the Fair Credit Reporting Act is also enclosed pursuant to 15 U.S.C. 1681m.

The enclosed report was received from P.I.V. P.I.V. did not make the decision to deny your application. Further, P.I.V. has no information on the specific reasons for this denial.

You may contact P.I.V. to receive a free copy of the consumer report by sending them a written request within 60 days of receiving this notice. You have the right to dispute, with P.I.V. , the accuracy or completeness of any information in the consumer report. P.I.V. will research the disputed information and respond within 30 days.

If you wish to dispute the accuracy of the report, contact P.I.V. at PO Box 1913, Redmond, OR 97756, phone 541-543-5306 and fax 541-548-1677.

If you would like addition information about the denial of employment, you need to contact the appropriate representative _____(NAME), at _____(COMPANY NAME). If we do not hear from you, we will assume you do no wish to pursue employment any further.

(Signature)

P.I.V. does not guarantee the completeness, sufficiency, or accuracy of the disclosure above. It may be desirable to adapt the foregoing to fit your specific situation. You are advised to consult your legal counsel prior to using this information.