

Adverse Action Letter

Company Letterhead

Date

Dear Applicant:

In reference to your application for employment, \_\_\_\_\_ (Company Name) regrets to inform you that we are unable to further consider you for employment at this time. Our decision, in part, is the result of information obtained through the Consumer Reporting Agency identified below.

You have the right to obtain within 60 days a free copy of your consumer report from the Consumer Reporting Agency as identified below and from any other consumer reporting agency, which compiles and maintains files on consumers on a nationwide basis.

You have the right to contact the Consumer Reporting Agency listed below to dispute any information contained in the report that you believe may be inaccurate or incomplete. A copy of your rights under the "Fair Credit Reporting Act" is enclosed, entitled "A Summary of Your Rights Under the Fair Credit Reporting Act".

The report was furnished to us by Integrated Screening Partners, 5316 Hwy 290 West, Suite 500, Austin, TX 78735, 512-891-6060. Please understand that while Integrated Screening Partners provided the report, they did not make this decision, and they are unable to provide you the specific reasons why \_\_\_\_\_ (Company Name) made this decision.

Sincerely

\_\_\_\_\_ (Company Representative)