

(Company Letterhead)

SAMPLE PRE-ADVERSE ACTION LETTER

Date

Dear _____ (applicant)

We are writing to inform you that in evaluating your application for employment we have received the enclosed consumer report. This notification is provided because we may make an adverse decision based in whole or in part of what is contained on this report. We are hereby informing you of certain information pursuant to the Fair Credit Reporting Act.

The report was procured pursuant to an authorization signed by you at the time of application. A summary of your rights as a consumer is enclosed. If you have any questions regarding this report or believe that it may contain incorrect information, you may contact them and they will respond to your inquiry. Their mailing address and phone number are listed below:

ACS Data Search
PO Box 12587
Overland Park, KS 66282
Phone: 800-521-9082
Fax: 800-521-4632

ACS Data Search only provided us the consumer report and plays no part in the decision to take any action on your employment application. ACS Data Search is unable to provide you with specific reasons for any employment related decisions to be made.

Sincerely,

COMPANY NAME

Enc. Consumer Rights Notification

Consumer Report