

(Company Letterhead)

SAMPLE ADVERSE ACTION LETTER

Date

Dear _____(applicant)

This letter is to inform you that an offer of employment will not be made at this time. This decision was based in whole or part, on the information provided us in a Consumer Report. (or (Investigative Consumer Report)

The report was prepared pursuant to an authorization signed by you at the time of application. Subsequently you also received a copy of your consumer report and a summary of your rights under the Fair Credit Reporting Act. The consumer report was used only for employment purposes and prepared for us by a consumer-reporting agency. 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 played no part in the decision to take any action on your employment application and is unable to provide you with specific reason(s) for not extending an offer of employment.

You may, upon providing proper identification, request another free copy of the report and may dispute with the consumer reporting agency the completeness or accuracy of any information in the report within 60 days of receipt of this notice with ACS Data Search.

Sincerely,

COMPANY NAME