

SAMPLE ADVERSE ACTION LETTER

Put on Your Company Letterhead

This is being provided for informational purposes only, and not as legal advice. 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 Name],

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. _____ does not make these decisions and is unable to provide you with the specific reasons for them.

In accordance with the Fair Credit Reporting Act, you have previously received a copy of your report and a copy of your consumer rights under the Act. You also have the right to obtain a free copy of your report within 60 days of the receipt of this letter by contacting _____ at the address and telephone number listed 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 your report by contacting _____:

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

Thank you for your interest in employment with our organization.

Sincerely,

Your Name

Your Title