

Sample of Adverse Action letter to be sent to applicant if you deny employment based in whole or in part on any information provided by PFC Information Services, Inc.

COMPANY LETTERHEAD

Date

Name of Applicant

Address

City, State, Zip

Dear Name of Applicant:

As you authorized in your employment application, PFC Information Services, Inc. has recently completed a pre-employment background check as part of our employee selection process. The purpose of this letter is to inform you that there is information in the report we received which, if accurate, would prevent us from offering employment to you at this time. A copy of the report is enclosed.

If, after reviewing the report you believe that information contained in it is inaccurate and/or you want to know what information in the reports falls outside of our company guidelines, we ask that you contact us directly within five days. Otherwise, we will assume that you no longer wish to pursue employment through us.

This report was furnished by PFC Information Services, Inc., 6114 La Salle Ave., #638, Oakland, CA 94611, 510-653-5061. Please understand that while PFC Information Services, Inc. provided the report they did not make this decision and are unable to provide you the specific reasons why we made this decision.

Enclosed along with this report is a description of your rights under the federal Fair Credit Reporting Act. Under the law, you have the right to dispute, directly with PFC Information Services, Inc, any information in this report. They will reinvestigate the disputed information free of charge and either record the current status of the disputed information or delete the item(s) within 30 days of receiving your dispute. If the information is found to be inaccurate or incomplete or cannot be verified, they will promptly delete that item or modify it. They will provide notification of the dispute to any person who provided the information you dispute within five business days of receiving your notice of dispute. The enclosed Summary of Rights provides additional information about your rights.

You have the right to obtain an additional copy of the enclosed report if you request it from PFC Information Services within 60 days of when you receive this notice.

Sincerely,

Company Representative

Enclosures: Background Report, Summary of Rights

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