

Sample of Pre-Adverse Action Notice.

COMPANY LETTERHEAD

Date

Name of Applicant

Address

City, State, Zip

Dear Name of Applicant:

A decision is currently pending concerning your application for employment. Enclosed for your information is a copy of the consumer report that you authorized in regard to your application for employment, together with a "Summary of Your Rights Under the Fair Credit Reporting Act."

If there is any information that is inaccurate or incomplete, you should contact this office as soon as possible so an employment decision may be completed.

Sincerely yours,