

SAMPLE PRE-ADVERSE ACTION NOTICE

Company Letterhead

<Date>

Dear <Applicant>:

This letter is being sent to you in compliance with the Fair Credit Reporting Act, 15 U.S.C. Section 1681b(b)(3) to inform you that you may be denied a position with our organization based on information received from the consumer reporting agency listed below during a pre-employment background screening:

FYI Screening, Inc.
P.O. Box 29698
Columbus, OH 43229
(800) 809-2419

FYI did not make the decision to deny your application. Also, FYI has no information on the specific reasons for this denial.

Please find attached a copy of the report that was provided to us, as well as a copy of the Federal Trade Commission's publication, "A Summary of Your Rights Under the Fair Credit Reporting Act."

If you would like additional information about the denial of employment, you need to contact the appropriate representative _____ <Name>, at _____ <Company>.

Sincerely,

<Company Representative>

Enclosures:
FYI Background Report
Summary of Rights