**FCRA Adverse Action Notice**

**Sample**

[date]

[applicant’s name]

[applicant’s street address]

[city, state and zip code]

Dear [applicant’s name]:

In reference to your application for employment with [company’s name goes here], we regret to inform you that we are unable to further consider you for employment at this time. This decision was made in part from the information we received from [background checking company name goes here], our employment screening vendor. [Background checking company name goes here] did not make this decision and cannot give specific reasons for it.

You have the right to dispute the accuracy or completeness of any information contained in the report, a copy of which has previously been provided to you. You are also entitled to an additional free copy of your report from [background checking company name goes here] upon request within 60 days of your receipt of this letter. You may contact [background checking company name goes here] at the following address or phone number. If you choose to contact [background checking company name goes here] by mail, please include your full name, current address, social security number and date of birth.

[background checking company name, address and toll-free phone number goes here]

If the consumer report includes a financial credit report, you may directly contact the credit bureau that furnished the report:

Equifax Experian TransUnion

P.O. Box 740241 P.O. Box 2104 P.O. Box 2000

Atlanta, GA 30374 Allen, TX 75013 Chester, PA 19022

(800) 685-1111 (888) 397-3742 (800) 888-4213

[www.equifax.com](http://www.equifax.com) [www.experian.com](http://www.experian.com) [www.transunion.com](http://www.transunion.com)

Thank you for your interest in our company.

Sincerely,

[Name and title of company official]