

***Sample Preliminary Adverse Action Letter***

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<COMPANY LETTERHEAD>

<Date>

<Applicant's Name>  
<Applicant's Address>  
<City State ZIP>

Dear <Applicant's Name>:

Enclosed for your information is a copy of the consumer background screening report that you authorized in regard to your application for employment, along with a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act (FCRA)".

Due, in part, to the contents of this consumer background screening report, a decision is pending regarding your application for employment. As required under the FCRA, we are notifying you in advance of any adverse action being taken.

You have the right to dispute the accuracy of the information in this report by contacting Data Quest, Ltd., the consumer reporting agency used by our company for pre-employment background screenings. Data Quest, Ltd. did not, however, make this employment decision and cannot provide specific reasons for the decision.

Consumer Reporting Agency

Data Quest, Ltd.  
776R Washington Street  
Canton MA 02021  
(617) 437-0030 x 119

If there is any information that is inaccurate or incomplete, you should contact Data Quest, Ltd. within five [5] business days from the date of this letter so an employment decision may be completed.

Sincerely,

<HR Contact Name>  
<HR Contact Title>

Enclosures:

- Copy of Data Quest Report
- A Summary of Your Rights Under the Fair Credit and Reporting Act