



Date

Applicant Name
Street Address
City State Zip Code

Re: Pre-Adverse Action Notice

Dear Mr. or Ms. Applicant:

This notice is provided pursuant to the Fair Credit Reporting Act.

A decision is currently pending concerning your employment (including contract for services) with **Your Company**.

Enclosed is "A Summary of Your Rights Under the Fair Credit Report Act", along with a copy of the report. The information contained within the report is currently under review in determining your eligibility for employment.

If you find this report to be inaccurate or incomplete, you should contact our office within 10 days so that the information can be reviewed prior to any final decision being made.

Regards,

Compliance Department

Enclosures