

## Sample Pre-Adverse Action Letter

(Put on your letterhead)

Date:

Dear (Name and Address)

We are writing to inform you that in evaluating your application for employment we have received the enclosed consumer report. This notification is provided because we may make an adverse decision that may be based, in whole or part, on this report. We are hereby informing you of certain information pursuant to the Fair Credit Reporting Act.

The report was procured pursuant to an authorization signed by you at the time of application. A summary of your rights as a consumer is enclosed. If you have any questions regarding this report or believe that it may contain incorrect information, you may contact them and they will respond to your inquiry. Their mailing address and phone number are listed below:

DataLink Investigative Services  
P.O. Box 755  
White Pine, TN 37890  
Phone: 865-674-0030  
Fax: 865-674-0076

DataLink Investigative Services only provided us the consumer report and plays no part in the decision to take any action on your employment application. DataLink Investigative Services is unable to provide you with specific reasons for any employment related decisions to be made.

Sincerely,

(Your Company Name)