

**SAMPLE LETTER**

**NOTICE OF REQUEST FOR INVESTIGATIVE CONSUMER REPORT**

*(Send within 3 days of requesting an Investigative Consumer Report)*

Send Via Certified Mail, Return Receipt Requested, and First-Class Mail

Date

Dear Applicant or Employee,

This letter is to inform you that an Investigative Consumer Report concerning your [application for employment/job placement] has been requested from a consumer reporting agency. This request was made with your prior written consent, and the report may contain information concerning your credit standing, character, and general reputation, including information from former employers, education, motor vehicle verification, and felony and misdemeanor records [add here if report covers more than these areas]. Such reports are prepared through personal contact with your former employers, educational institutions, and related governmental institutions [add accordingly].

You have the right to obtain additional information concerning the nature and scope of this report. To do so, please provide a written request for such information within a reasonable period of time to the follow individual: [Company contact person's name and address].

Along with this letter, we are providing to you information concerning your rights under the Fair Credit Reporting Act, as required by law.

Sincerely,

Company Name

Enclosure