

## **SAMPLE LETTER**

[Place on Your Company Letterhead]  
[Sample Pre-Denial Letter]

### **NOTICE OF PRE-ADVERSE ACTION BASED ON A CONSUMER REPORT AND/OR INVESTIGATIVE CONSUMER REPORT**

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

Date

Dear Applicant,

We are in the process of reviewing your application for employment. Enclosed is a copy of the Consumer Report and/or Investigative Consumer Report that you authorized and a "Summary of Your Rights under the Fair Credit Reporting Act."

If there is any information that is inaccurate or incomplete in this report, please contact our office promptly, within (3) three business days from your receipt of this document or (5) five days from the date of this letter. You may reach us at the following number \_\_\_\_\_.

We will be making our final hiring decision soon and will advise you of our decision.

Sincerely,

Company Name