

SAMPLE LETTER

SCOPE OF INVESTIGATIVE CONSUMER REPORT

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

Date

Dear Applicant or Employee,

This letter is provided in response to your written request for information concerning the nature and scope of an Investigative Consumer Report, which was requested with your written consent.

The focus of the report is to verify your past work history, your education background, and your criminal background [add here if report covers more than these areas]. The following information sources may have been contacted in connection with this investigation or preparation of this report: former employers, educational institutions, Department of Motor Vehicles (for verification purposes), and relevant criminal court records [add accordingly].

The Investigative Consumer Report was prepared by McCoy Investigations, P.O. Box 174, Carmichael, CA 95609; 1-800-287-6789.

Sincerely,

Company Name