

## Pre-Adverse Action Disclosure

Date: \_\_\_\_\_

Applicant/Employee: \_\_\_\_\_

Address: \_\_\_\_\_

Dear \_\_\_\_\_:

As part of your application for Employment/Promotion/other with \_\_\_\_\_ ("Company"), you authorized a background check to be completed by said Company or an outside agency retained by said Company.

We are currently in the process of reviewing the investigative consumer and/or consumer credit report we received and may decide to eliminate you from further consideration for Employment/Promotion/Other based in whole or in part on the information contained in that report. Enclosed is a copy of the investigative consumer and/or consumer credit report, together with a summary of your consumer rights as required by the federal Fair Credit Reporting Act.

Please let us know if you believe there are any inaccuracies in this report please contact us as soon as possible.

Sincerely,

Name: \_\_\_\_\_

Title: \_\_\_\_\_