

***DISCLAIMER:** Sample Pre-Adverse Action Letter – this document is intended for instructional purposes only and is not intended as legal advice. We recommend you consult with an attorney to review this document to ensure your compliance with the Fair Credit Reporting Act (15 U.S.C. § 1681) and applicable state laws related to background screening.*

**PRE-ADVERSE ACTION NOTIFICATION**

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

Applicant Name  
Address 1  
Address 2  
City, State, Zip

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

A decision is currently pending concerning your application for employment with our company. Enclosed is a copy of the consumer report we obtained in conjunction with your application for employment, as well as a copy of the federal notice, “A Summary of Your Rights under the Fair Credit Reporting Act,” which describes your rights under the law.

We may take adverse action related to your employment with us based on information in the enclosed consumer report and we ask that you carefully review it and the federal notice. If there are any errors or incomplete information in the consumer report, please let us know within 5 business days of the date of receipt of this letter.

The consumer report was provided by:

First Advantage  
P.O. Box 105292  
Atlanta, GA 30348  
(800) 845-6004

Regards,

Attached:      Consumer Report  
                    A Summary of Your Rights under the Fair Credit Reporting Act