

Sample Letter
Fair Credit Reporting Act
Notice of Pre-Adverse Action

[Date]

Dear [Applicant]:

Thank you for your interest in employment with [Company]. We are in the process of reviewing your application for employment. Enclosed for your information is a copy of the consumer report that you authorized in regard to your application for employment along with a copy of a “Summary of Your Rights Under the Fair Credit Reporting Act.”

If there is any information that is inaccurate or incomplete, you should contact this office as soon as possible so an employment decision may be completed.

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

Sincerely yours,

Recruiter Name
Company Name

Enclosures: Lagniappe Resources, Inc. Background Report
 Summary of Rights under the Fair Credit Reporting Act