

SAMPLE PRE-ADVERSE ACTION LETTER
Put on Your Company Letterhead

Date

Applicant Name
Address
City/State/Zip Code

Dear [Applicant Name],

Recently you applied for a position at [Your Company Name]. Part of the application process includes authorization for a background verification to be done by a consumer reporting agency.

This communication is to notify you that we are considering making an adverse employment decision based on our hiring criteria, including information received in your background verification report from Verified Credentials, Inc.

A copy of your report is enclosed, as well as a copy of your rights under the Fair Credit Reporting Act.

You have the right to dispute the accuracy or completeness of the information contained in the report by contacting Verified Credentials, Inc. within five business days of the receipt of this letter.

Verified Credentials, Inc.
20890 Kenbridge Court
Lakeville, MN 55044
(800) 473-4934

Any dispute regarding the information on your report must be resolved with Verified Credentials, Inc.

Sincerely,

Your Name
Your Title