



SAMPLE PRE ADVERSE NOTIFICATION LETTER

Company Name
Address
Phone Number

CONSUMER DISCLOSURE

CONFIDENTIAL TO BE OPENED BY ADDRESSEE ONLY

Applicants Name
Address
City, State, Zip

Date

Dear Applicant Name,

We are writing to inform you that in evaluating your applicant for employment we have received the enclosed consumer report. This notification is provided because we may make an adverse decision that may be based, in whole or part, on this report. We are hereby informing you of certain information pursuant to the Fair Credit Reporting Act.

The report was procured pursuant to an authorization signed by you at the time of application. A summary of your rights as a consumer is enclosed. If you have any questions regarding this report or believe that it may contain incorrect information, you may contact them and they will respond to your inquiry. Their mailing address and phone number are listed below:

ACCUSOURCE, INC.
1240 E. ONTARIO AVE SUITE 102-140
CORONA, CA 92881
Voice: 951-734-8882 888-649-6272
Fax: 951-734-0884 888-649-6244

ACCUSOURCE, INC. only provided us the consumer report and plays no part in the decision to take any action on your employment application. ACCUSOURCE, INC. is unable to provide you with specific reasons for any employment related decisions to be made.

Sincerely,
Company Name

Company Name
Address
Phone Number Fax Number