

Adverse Action Letter

Instruction

In compliance with the Fair Credit Reporting act, employers are required to notify an applicant if information obtained from a consumer reporting agency is used, in whole or in part, in the decision to deny employment. The notification should be in the form of a letter such as the example below. The letter must contain the name, address and the phone number of the consumer reporting agency. This allows the applicant to dispute any element of information provided directly with the consumer reporting agency if they believe the information is inaccurate.

Date

Applicant Name
Applicant Address
City, State Zip

Dear Applicant,

Your application for employment with Company Name has been denied. This decision was made, in whole or in part, based on information provided by:

Premier InfoSource, Inc.
P.O. Box 673385
Marietta, GA 30006
Tele: 800/557-2220

This letter is sent to you in compliance with the Fair Credit Reporting Act.

Please be advised that Premier InfoSource, Inc. did not make the decision to take the adverse action and is therefore unable to provide you with specific reasons as to why the adverse action was taken.

Sincerely,