



SAMPLE ADVERSE ACTION NOTIFICATION LETTER

Company Name
Address
Phone Number

ADVERSE ACTION NOTICE

CONFIDENTIAL TO BE OPENED BY ADDRESSEE ONLY

Applicants Name
Address
City, State, Zip

Date

Dear Applicant Name,

This letter is to inform you that an offer of employment will not be made at this time. This decision was based in whole or in part, on the information provided us in a Consumer Report or Investigative consumer Report.

The report was prepared pursuant to an authorization signed by you at the time of application. Subsequently you also received a copy of your consumer report and a summary of your rights under the Fair Credit Reporting Act. The consumer report was used only for employment purposes and prepared for us by a consumer-reporting agency. 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. plays no part in the decision to take any action on your employment application. ACCUSOURCE, INC. is unable to provide you with specific reason(s) for not extending an offer of employment.

You may, upon providing proper identification, request another free copy of the report and may dispute with the consumer reporting agency the completeness or accuracy of any information in the report within 60 days of receipt of this notice with ACCUSOURCE, INC.

Sincerely,
Company Name

Company Name
Address
Phone Number Fax Number