

Pre-Adverse Letter

Place on Your Company Letterhead

This letter should be used prior to taking adverse action

CONFIDENTIAL -- TO BE OPENED BY ADDRESSEE ONLY

Today's Date

(Insert Your Company Name)

Address

Address

Dear Recipient's Name:

As part of its employment process, (Insert Your Company Name) obtains, or asks others acting on its behalf to obtain, consumer reports regarding Candidates. These reports assist them in evaluating individuals for employment as (Insert Your Company Name) team members.

We are enclosing a copy of the consumer report obtained in conjunction with your consideration for employment. The information in the report was obtained from:

HRchex
1320 Greenway Dr. #460
Irving, TX 75038

We are also enclosing a copy of an information sheet summarizing your rights under the Fair Credit Reporting Act (FCRA) and a Disclosure Request form that can be completed by you to dispute the findings. Please return the completed form to HRchex at the above address within (5) five business days from the date of this letter.

(Insert Your Company Name) has or will be completing their review of your application within the next few days, and may take action based on the enclosed report.

You have the right to dispute the accuracy or completeness of any information contained in the report by contacting DirectScreening.com directly.

Thank you again for considering employment with (Insert Your Company Name).

Sincerely,

(Insert Your Company Name)

Enc.: Copy of investigation report
Summary of Rights under FCRA
Disclosure Request Form