

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Notice of Adverse Action Regarding Your Application for Employment

Dear [Candidate Name],

We are writing to inform you that [Company Name] has decided not to move forward with your application for the position of [Job Title].

This decision was influenced, either in whole or in part, by information contained in a background check report prepared by a consumer reporting agency. This report was previously provided to you, along with a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act."

Please be advised of the following:

- The consumer reporting agency did not make the decision to take this adverse action and is unable to provide you with the specific reasons why the decision was made.
- You have the right to dispute the completeness or accuracy of any information in the report by contacting the consumer reporting agency directly.
- You have the right to obtain a free copy of your report from the agency if you request it within 60 days of receiving this notice.

The consumer reporting agency that provided the report is:

[Agency Name]

[Agency Address]

[Agency Phone Number]

[Agency Website]

Thank you for your interest in employment with [Company Name]. We wish you success in your future endeavors.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]