

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

[Date]

Dear [Candidate Name],

We are writing to you regarding the background screening process for the [Job Title] position at [Company Name].

We have received the results of your credit background check. We would like to bring to your attention certain information that appears to be inconsistent with the information provided during your application process or that may require further clarification. Specifically, the report indicates the following:

[List specific discrepancies or areas of concern here]

Under the Fair Credit Reporting Act (FCRA), you have the right to dispute the accuracy or completeness of any information contained in the report. We have enclosed a copy of the report and a summary of your rights under the FCRA for your review.

Before we make a final decision regarding your employment, we would like to provide you with the opportunity to explain these discrepancies or provide any additional context. Please submit your response or any supporting documentation by [Date/Timeframe].

If you believe the information in the report is inaccurate, we encourage you to contact the consumer reporting agency directly at:

[Name of Background Check Agency]
[Agency Address]
[Agency Phone Number]

Thank you for your cooperation and prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Company Name]