

[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Date]

[Applicant/Employee Name]  
[Applicant/Employee Address]  
[City, State, Zip Code]

**Subject: Acknowledgment of Revocation of Consent for Financial Background Check**

Dear [Applicant/Employee Name],

This letter is to formally acknowledge that we received your written request on [Date of Request] to revoke your consent for [Company Name] to conduct a financial background check and/or credit report inquiry.

In accordance with your request, we have updated our records to reflect that you no longer authorize the procurement of your financial history. Consequently, any pending requests for your financial data have been canceled, and no further inquiries regarding your credit or financial standing will be initiated by this company.

[Optional: Please be advised that the revocation of this consent may impact your eligibility for certain positions that require a financial background check as a condition of employment.]

If you have any questions regarding this acknowledgment or the handling of your personal information, please contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Signature]  
[Name of Representative]  
[Title]  
[Company Name]