

[Company Letterhead]

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Notification and Authorization for Financial and Credit Background Verification

Dear [Candidate Name],

In connection with your application for the executive position of [Job Title] at [Company Name], we are conducting a comprehensive background evaluation. Due to the fiduciary responsibilities and financial oversight associated with this role, our hiring process includes a formal financial and credit background verification.

This verification will be conducted in compliance with the Fair Credit Reporting Act (FCRA) and any applicable state and local laws. The review may include, but is not limited to, your credit history, financial standing, and any public records related to financial obligations.

Please note that a "credit report" is used solely for the purpose of assessing financial responsibility as it relates to the requirements of the executive office. It is not used to determine your personal worth or lifestyle.

To proceed, please review the attached disclosure and sign the authorization form. This allows [Company Name] or our designated third-party screening agency, [Agency Name], to obtain the necessary reports.

If you have any questions regarding this process or the information being requested, please contact the Human Resources Department at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Hiring Manager/HR Director]

[Title]

[Company Name]

Authorization Form

I, [Candidate Full Name], hereby authorize [Company Name] and its agents to retrieve my financial and credit history for employment purposes. I understand that I have the right to request

a summary of my rights under the FCRA and to receive a copy of any report obtained if an adverse decision is made based on the information provided.

Signature: _____ Date: _____