

SAMPLE ADVERSE ACTION NOTICE

Date

Consumer (Job Applicant)
Address

Dear Consumer:

Based in whole or in part on information obtained in a consumer report prepared by Employment Screening Professionals we regret to inform you that we cannot either offer you the position applied for or continue your employment. Employment Screening Professionals did not make this decision and is unable to provide specific reasons why this decision was made.

In compliance with Section 615 of the Fair Credit Reporting Act, you have the right to request a free copy of the consumer report within sixty days and the right to dispute the accuracy or completeness of any information in the consumer report. To obtain a free copy of the consumer reports please contact:

ESP
PO Box 1121
Frederick, MD 21702
Attn: Compliance

Their toll free telephone number is 800-377-9970.

Sincerely,

Name
Title