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**We strive to provide solutions for your business needs  
and appreciate the opportunity of assisting your  
organization.**

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Note to Consumer:

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<DATE>

<APPLICANT>

<THEIR ADDRESS>

<THEIR CITY, STATE, ZIP>

Dear <APPLICANT>:

We regret to report that our company is unable to extend to you an offer of employment. This decision is based on information obtained through a recent <specify the type of check> check for the state(s) of <States>, as previously authorized by you in conjunction with your application for employment with our company.

The consumer-reporting agency furnishing this information had no further participation in the resulting employment decision, and therefore cannot provide you with a reason for the determination. In accordance with the Fair Credit Reporting Act, you have a right to obtain a free copy of the report from the provider within 60 days of this action. For your convenience, we are providing you with a copy of this report. We suggest you contact the state agency that provided this report if you would like to dispute the accuracy or completeness of this report. Please refer to the attached document, *A Summary of Your Rights Under the Fair Credit Reporting Act*, for further details regarding the dispute resolution process.

Sincerely,

<Name>

<Position Title>