

SAMPLE PRE-ADVERSE ACTION LETTER

Date

Name
Address

Dear,

As you authorized in your employment application, _____ has recently completed a pre-background check as part of the employee selection process.

This pre-adverse action letter is to inform you that _____ is considering making an employment decision about you in whole or in part based on information contained in this consumer report. A copy of the report is enclosed, as well as a summary of your rights under the Fair Credit Reporting Act, as prescribed by the Federal Trade Commission.

If you believe the information contained in this report is inaccurate, please contact MAF Background Screening Customer Support at 1-800-226-7757.

If an adverse decision affecting your employment occurs based in whole or in part o the report, you will receive additional information.

Sincerely yours,

MAF Background Screening

Enclosures: Background Report,
Summary of Consumer Rights