

SAMPLE PRE-ADVERSE ACTION LETTER

CONFIDENTIAL TO BE OPENED BY ADDRESSEE ONLY
LESLIE LOCKE (Sample Name)
123 MAIN STREET
DAVENPORT, IOWA 52801

We are writing to inform you that in evaluating your application for employment we have received the enclosed consumer report. This notification is provided because we may make an adverse decision that may be based, in whole or part, on this report. We are hereby informing you of certain information pursuant to the Fair Credit Reporting Act and state law.

The report was procured pursuant to an authorization signed by you. A summary of your rights as a consumer is enclosed. If you have any questions regarding this report or believe that it may contain incorrect information, you may contact the provider of the report, Inquirehire, and they will respond to your inquiry. Their mailing address and phone number are listed below:

Inquirehire
320 LeClaire Street
Davenport, IA 52801
Phone: 563-323-5922
Fax: 563-323-5441

Inquirehire only provided us the consumer report and plays no part in the decision to take any action on your employment application. Inquirehire is unable to provide you with specific reasons for any employment related decisions to be made.

Sincerely,

Important Notification: Inquirehire cannot provide legal advice. The information contained herein is for awareness and should not be considered as legal advice. Inquirehire recommends that you consult with legal counsel in regard to this document and your specific screening program, policies and procedures to ensure legal compliance.