

SAMPLE FINAL ADVERSE ACTION NOTICE
(Client letterhead)

Date:

Applicants name:

Address:

Dear applicant:

Thank you for your recent application for employment. We carefully considered your application, and we regret that we are unable to offer you employment at this time.

The reasons for our decision were based in part on information obtained from the consumer reporting agency identified below. The agency listed did not make the decision to take adverse action and is unable to provide the consumer with the specific reasons why adverse action was taken

Blue Line Investigations
6025 Stage Rd Suite 42-146
Bartlett, TN 38134
(901) 266-7100

You were provided with a copy of the report and a “Summary of Your Rights under the Fair Credit Reporting Act.” in an earlier notification.

Under the Fair Credit Reporting Act, if you act within 60 days of receiving this notice, you may also have the right to dispute the accuracy and completeness of any information in the report by contacting the consumer-reporting agency.

Sincerely,

Name, Title