

SAMPLE PRE-ADVERSE ACTION
(Client Letterhead)

Date:

Applicants name:

Address:

Dear applicant:

A decision is currently pending concerning your application for employment. We are forwarding a copy of the consumer report that you authorized in regard to your application for employment, together with a "Summary of Rights under the Fair Credit Reporting Act." The contents of the enclosed report are currently under review in consideration of your employment.

The consumer report was used only for employment purposes and prepared for us by a consumer reporting agency. If you wish to dispute any information in the report, please contact the consumer-reporting agency as listed below immediately. The consumer-reporting agency did not make the adverse employment decision and is unable to explain the reason(s) for the decision.

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

This notice is provided to you in accordance with the Fair Credit Reporting Act and additional information is outlined in the enclosed summary of rights.

Sincerely,

Name, Title

Enclosure