



SAMPLE ADVERSE ACTION NOTICE

Date

Consumer (Job Applicant)
Address

Dear Consumer:

Based in whole or in part on information obtained in a consumer report prepared by Employment Record Service LLC we regret to inform you that we cannot either offer you the position applied for or continue your employment. Employment Record Service LLC did not make this decision and is unable to provide specific reasons why this decision was made.

In compliance with Section 615 of the Fair Credit Reporting Act, you have the right to request a free copy of the consumer report within sixty days and the right to dispute the accuracy or completeness of any information in the consumer report. To obtain a free copy of the consumer reports please contact:

Employment Record Service LLC
PO Box 11198
Fairfield NJ 07004

Their toll free telephone number is 800 775 2958.

Sincerely,

Name
Title