Sample: Adverse Action Letter

(Experience has shown us that the post-notification that maintains the best customer relations is a personalized approach geared to specific circumstances. A letter similar to this one with the enclosed copy of the Consumer Summary of Rights is part of the post-notification process under FCRA guidelines)

Date:

Applicants name
Address
Phone #

Dear_____,

We regret to inform you that we have found it necessary to reject your application for employment.

This action was influenced by information in a consumer report made, at our request, by:

Hettrick, Cyr & Associates, Inc.
287 Main Street
288 East Hartford, CT 06118
TEL: (860) 568- 2999
FAX: (860) 568-1550

Hettrick, Cyr & Associates, Inc. did not make the adverse decision and cannot provide the reason for our decision.

You may obtain a free copy of the report within 60 days and you have the right to dispute the accuracy of the information with Hettrick, Cyr & Associates, Inc.

(Decision maker's signature)

(Decision maker's name)