

PRE-ADVERSE ACTION LETTER **

Date

Applicant
Address (1)
Address (2)

With regard to your application for employment with {Company Name}, you authorized {Company} to procure a consumer report. Enclosed is a copy of the consumer report that you authorized. Also enclosed is a copy of the "Summary of Rights Under the Fair Credit Reporting Act." These are being provided to you pursuant to the Fair Credit Reporting Act.

Currently, a decision is pending regarding your application for employment. The contents of the enclosed report are under review and are being considered with regard to your application.

This consumer report was used only for employment purposes and was prepared for us by a consumer reporting agency. If this report contains any information that is inaccurate or incomplete, please contact HIREASE, INC. within 5 days so that the corrected or disputed information can be reviewed prior to an employment decision being made.

Their mailing address and phone number are listed below:

HIREASE, INC
PO Box 2559
Southern Pines, NC 28388
Voice: 866-693-1764 Fax: 866-693-1785

Please note, HIREASE, INC plays no part in the employment decision. HIREASE, INC is unable to provide you with the specific reason(s) for {Company Name} not extending an offer of employment.

Within 60 days of receipt of this notice, you may, upon providing proper identification, request another free copy of the report. Further, you may dispute the completeness or accuracy of any information in the report by contacting Hirease at the above address. Upon notice from you of a dispute, a re-verification will be made unless there are reasonable grounds to believe the dispute is frivolous or irrelevant. If parts of the report are deleted or changed because of this re-verification, the employer and the consumer will receive a corrected report.

Sincerely,

{Company}

* *Hirease, Inc. suggests that prior to use, you consult with an employment attorney. This is just a sample letter. As the employer/user of consumer reports it is your responsibility to ensure compliance with all of the federal, state and local laws governing this area.*