

SAMPLE PRE-ADVERSE ACTION LETTER

Date

Dear _____:

In applying for or continuing employment with _____, you authorized the acquisition of consumer reports and/or investigative consumer reports about you from a consumer reporting agency. Enclosed please find (1) a copy of the report we obtained from easyBackgrounds, Inc., 10 Main Street, PO Box 952, Newfields, NH 03856, 800-538-6525 and (2) a summary of your rights under the Fair Credit Reporting Act.

You may identify any errors, inaccuracies and/or otherwise respond to the information contained in the report within ten calendar days from the date of this letter.¹ If you choose to do so, you must contact the Company at _____. If you wish to dispute the accuracy of the information in the report directly with the consumer reporting agency (*i.e.*, the source of the information contained in the report), you should contact the agency identified above directly.

Sincerely,

¹Employer will afford New York applicants and employees up to 5 business days after receipt of this letter or up to 10 calendar days after the date of this letter, whichever period is longer.
