

YOUR LETTERHEAD GOES HERE

CONFIDENTIAL
TO BE OPENED BY ADDRESSEE ONLY

Dear Applicant:

Date:

We are writing to inform you that in evaluating your application for employment we have received a consumer report, authorized by you. This notification is provided because an adverse (employment) (promotion) decision may be based, in whole or part, on this report.

The report was prepared pursuant to an authorization signed by you at the time of the application by _____-. A copy of the authorization and a summary of your rights as a consumer are enclosed. _____ is not responsible for any employment eligibility related determination.

If you have any questions regarding this report or believe that it may contain incorrect information, you may contact the applicable credit bureau and they will respond to your inquiry. Their mailing addresses and phone numbers are listed below:

For credit reports only:

EQUIFAX CONSUMER ASSISTANCE
P.O. BOX 74024
ATLANTA, GA 30374
PHONE 800-685-1111

EXPERIAN CONSUMER ASSISTANCE
1701 EXPERIAN PARKWAY
P.O. BOX 949
ALLEN, TX 75013
PHONE 888-524-3606

TRANS UNION
6111 OAK TREE BLVD.
CLEVELAND, OH 44131
PHONE 800-888-4213

For all other reports:

Sincerely,

Encl: Consumer Report

Summary of Your Rights