

Important disclaimer: The letter available on this page is an example of an FCRA compliant disclosure. Please review and modify as necessary to fit your particular situation, and to comply with the laws of your state.

ABC Company
555 100th Street
Any City, ST 55555
PHONE 555-555-5555

ADVERSE ACTION NOTICE

CONFIDENTIAL TO BE OPENED BY ADDRESSEE ONLY

JOHN D. DOE
111 10TH STREET
THIS CITY, ST 99999

January 1, 2020

Dear JOHN D. DOE,,

This letter is to inform you that we find it necessary to rescind our previous offer of employment.

This decision was based, in whole or part, on the information provided us in a Consumer Report or Investigative Consumer Report.

The report was prepared pursuant to an authorization signed by you at the time of application. Subsequently you also received a copy of your consumer report and a summary of your rights under the Fair Credit Reporting Act. The consumer report was used only for employment purposes and prepared for us by a consumer-reporting agency. Their mailing address and phone number are listed below:

Atlas Risk Management, LLC
407 Pennsylvania Avenue
Joplin, MO 64801
Phone: 800-645-1211
Fax: 314-584-2159

Atlas Risk Management plays no part in the decision to take any action on your employment application and is unable to provide you with specific reason(s) for not extending an offer of employment.

You may, upon providing proper identification, request another free copy of the report and may dispute with the consumer reporting agency the completeness or accuracy of any information in the report within 60 days of receipt of this notice with Atlas Risk Management, LLC.

Sincerely,

ABC Company
555 100th Street
Any City, ST 55555
PHONE 555-555-5555 * FAX 555-555-5566