

## **SAMPLE ADVERSE ACTION LETTER**

The following is a Sample of Adverse Action letter to be sent to an applicant if you deny employment based in whole or in part on any information in a report generated by Inquirehire.

Name

Address

City, State, Zip

Dear \_\_\_\_\_;

Pursuant to your authorization in your employment application process, we have completed an employment background record check as part of our selection process. The purpose of this letter is to inform you that there is information in the report we received which, if accurate, would prevent us from offering you employment at this time. A copy of the report is enclosed.

If, after reviewing the report, (1) you believe that information contained in it is inaccurate and/or (2) you want to know what information in the report falls outside our company guidelines, we ask that you contact us directly within five days. Otherwise we will assume that you no longer wish to pursue employment with our company.

The Background Record Check related to your application was conducted by Inquirehire. If you have any questions regarding the check, you should contact an Inquirehire representative. The address and phone is:

Inquirehire

320 LeClaire Street

Davenport, IA 52801

(319)323-5922 or 800-494-5922

Inquirehire did not make the decision to deny you employment and is unable to provide specific reasons why you were not employed.

Enclosed along with the report is a description of your rights under the Fair Credit Reporting Act. Under the law, you have the right to dispute, directly with Inquirehire any information in this report. They will reinvestigate the disputed information free of charge and either record the current status of the disputed information or delete the item(s) within 30 days of receiving your dispute. If the information is found to be inaccurate or incomplete or cannot be verified, they will promptly delete that item or modify it. They will provide notification of the dispute to any person who provided the information you dispute within five business days of receiving your notice of dispute. The enclosed summary of rights provides additional information about your rights.

You have the right to obtain an additional free copy of the enclosed report if you request it from Inquirehire within 60 days of when you receive this notice.

Respectfully,

\_\_\_\_\_(company representative)\_\_\_\_\_