

Client Name, Inc.
100 Main Street
Torrance, CA 90504
888-555-5555

ADVERSE ACTION NOTICE

CONFIDENTIAL TO BE OPENED BY ADDRESSEE ONLY

HANK MESS
1234 MAIN STREET
MILLBURY, MA 01527

January 20, 2011

Dear HANK MESS,

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:

screeningONE
1860 N Avenida Republica de Cuba
Tampa, FL 33605
Phone: 888-327-6511
Fax: 888-216-1003

screeningONE 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 screeningONE .

Sincerely,
screeningONE, Inc.