

PRELIMINARY NOTICE OF ADVERSE ACTION

SAMPLE

<Date>

<Applicant Name>

<Address>

<City, State ZIP>

Dear <Applicant>:

Your application for employment with (YOUR COMPANY NAME) is currently being reviewed for disqualification attributes. A preliminary decision has been made to <not employ you> <not continue your employment.> This preliminary decision was based, either in whole or in part, on the information contained in your Consumer Report.

The Consumer Report was used only for employment purposes and prepared for us by a consumer-reporting agency. If you wish to dispute any information in the report, please contact the consumer-reporting agency as listed below. Please note, ScreeningOne DID NOT make the decision to review the negative information and is unable to provide you with the specific reasons as to why the possible adverse action maybe taken. If you have questions about that decision, please contact the prospective employer. If you have questions about the contents of the report, contact ScreeningOne

ScreeningOne

Attention: Applicant Services

P.O. BOX 3064

Manhattan Beach, CA 90266

Phone: (866) 273-3848

This letter is sent to you in compliance with the Fair Credit Reporting Act.

Sincerely,

<Company Representative Name>

<Title>