

Month Day, Year

Applicant Name
Address 1
Address 2
City, State Zip

Dear Applicant Name;

Thank you for submitting an application of employment to YOUR COMPANY NAME.

As you are aware, YOUR COMPANY NAME conducts routine background investigations while reviewing applicants for employment. As part of that process and with your consent, we obtained an investigative consumer report from:

Kress Employment Screening
320 Westcott @ Memorial
Suite 108
Houston, Texas 77007
1-888-636-3693

Based in part upon information contained in that report, we may deny your application for employment.

Pursuant to your rights under the Fair Credit Reporting Act, we are providing you with the name, address, telephone number, and toll-free telephone number of the company that furnished the report, a copy of the consumer report, and a written description of your rights under the Act.

Further, we advise you that the consumer reporting agency listed above does not make decisions to take adverse action and is unable to provide you the specific reasons why any adverse action may be taken.

You have the right to dispute the accuracy or completeness of any information in the consumer report furnished by the agency. We advise you, however, that the correction of any inaccurate or incomplete information would not necessarily result in your being hired by YOUR COMPANY NAME.

We thank you for applying with us.

Sincerely,

Enclosure