

Adverse Action Sample Letter

Date: _____

Dear Applicant:

We regret to inform you that based on our hiring criteria, we are unable to consider you further for an employment opportunity with our organization. This decision was made in part from the information that we received from Lancaster Information Services, Inc. (LIS) background checks. **LIS does not make these decisions and is unable to provide you with the specific reasons for them.**

In accordance with the Federal Fair Credit Reporting Act, enclosed is a copy of this information and a copy of your rights under the Act.

You have the right to dispute the accuracy or a completeness of information contained in the report(s) by contacting them, or, if the report is a credit report, contacting the credit bureau that furnished the report.

For credit reports, contact the bureau that supplied the report:

Trans Union: 2 Baldwin Place, P.O. Box 1000, Chester, PA 19022, 800-888-4213.

Contact for any report except a consumer credit report:

Lancaster Information Services, Inc.
PO Box 1773
Lawrenceville, Georgia 30046

Any dispute regarding the information on your report must be resolved with the agency above.

Again we appreciate your interest in employment with our organization.