## (Your Company Letterhead)

## ***Template for Adverse Action Notice***

## Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

Address

City/State/Zip

Re: Applicant/Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This letter is to inform you that an offer of employment will not be made at this time. This decision was based in whole or part, on the information provided to 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:

 Blue 22, LLC.

 PO Box 971

 Elgin, IL 60120

 847-888-4464

 blue22@pichicago.com

Blue 22, LLC. 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, Blue 22, LLC. the completeness or accuracy of any information in the report within 60 days of receipt of this notice.

Sincerely,

COMPANY NAME

Signor

Enclosures: Summary of Rights/FCRA

Consumer Report