## (Your Company Letterhead)

## ***Template for Pre-Adverse Notice***

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

Name

Address

City/State/Zip

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

We are writing to inform you that in evaluating your application for employment we have received the enclosed consumer report. This notification is provided because we may make an adverse decision that may be based, in whole or part, on this report. We are hereby informing you of certain information pursuant to the Fair Credit Reporting Act.

The report was procured pursuant to an authorization signed by you at the time of application. A summary of your rights as a consumer is enclosed. If you have any questions regarding this report or believe that it may contain incorrect information, you may contact the below reporting agency and they will respond to your inquiry. Their mailing address and phone number are as follows:

 Blue 22, LLC.

 PO Box 971

 Elgin, IL 60120

 847-888-4464

 blue22@pichicago.com

Blue 22, LLC only provides the consumer report and plays no part in the decision to take any action on your employment application. Blue 22, LLC is unable to provide specific reasons for any employment related decisions to be made.

Sincerely,

COMPANY NAME

Signor

Enclosures: Summary of Rights/FCRA

Consumer Report