

JUSTIFACTS CREDENTIAL VERIFICATION, INC.

5250 Logan Ferry Road, Murrysville, PA 15668
PHONE: (800) 356-6885 ~ FAX: (412) 798-4799
www.justifacts.com

EXAMPLE: ADVERSE ACTION LETTER RE: EMPLOYMENT

<Date>

<Applicant Name>

<Applicant Address>

Dear <Applicant>:

This letter is to notify you that <Company Name> is <unable to make you an offer of employment > <rescinding our offer of employment >. This decision was made based in whole or in part on information received in a consumer report from Justifacts Credential Verification, Inc. (Justifacts). Please note that Justifacts does not make employment decisions for <Company Name> and is unable to provide you with specific reasons for them.

You have the right to dispute the accuracy or completeness of any information in your consumer report by contacting Justifacts. You may also obtain a free copy of your consumer report directly from Justifacts if you make your request within sixty (60) days of receipt of this notification.

For more information on how to request a copy of your consumer report, how to dispute the accuracy or completeness of any information in your consumer report or to obtain additional information related to the Fair Credit Reporting Act, please contact the Justifacts Compliance Officer at the following address or phone number:

Justifacts Credential Verification, Inc.
FCRA Compliance
5250 Logan Ferry Road
Murrysville, PA. 15668
Phone (800) 356-6885

Thank you for your interest in our company.

Sincerely,

<COMPANY NAME HERE>