

JUSTIFACTS CREDENTIAL VERIFICATION, INC.

5250 Logan Ferry Road, Murrysville, PA 15668

PHONE: (800) 356-6885 ~ FAX: (412) 798-4799

www.justifacts.com

EXAMPLE: PRE-ADVERSE ACTION LETTER - EMPLOYMENT

<Date>

<Applicant Name>

<Applicant Address>

Dear <Applicant>:

Thank you for your interest in employment with <Company Name>. Based in whole or in part on our hiring criteria, including information recently obtained in a consumer report completed by Justifacts Credential Verification, Inc., <Company Name> <may be unable to extend an offer of employment to you> <may be unable to continue your employment>. Enclosed please find a copy of your consumer report and copy of your rights under the Fair Credit Reporting Act.

The Fair Credit Reporting Act allows applicants a reasonable amount of time to dispute the information contained in a background investigation. If you wish to dispute the accuracy or completeness of any information contained in your consumer report, please contact the Justifacts Compliance Officer at the address or phone number listed below within five (5) business days of receipt of this letter:

Justifacts Credential Verification, Inc.

FCRA Compliance

5250 Logan Ferry Road

Murrysville, PA. 15668

Phone (800) 356-6885

Please be advised that Justifacts Credential Verification, Inc. does not make the hiring decisions and is unable to provide specific reasons for them. Thank you for your interest in our company.

Sincerely,

<COMPANY NAME HERE>