

JUSTIFACTS CREDENTIAL VERIFICATION, INC.

8085 Saltsburg Road, Suite 100, Pittsburgh, PA 15239

PHONE: (800) 356-6885 ~ FAX: (412) 798-4799 www.justifacts.com

EXAMPLE PRE-ADVERSE ACTION LETTER RE: EMPLOYMENT

Dear Applicant:

Based on information recently obtained in a background investigation completed by Justifacts Credential Verification, Inc., (Company Name), may not be extending an offer of employment to you. If you wish to review this information, please contact the below listed consumer reporting agency for a copy of this report:

Justifacts Credential Verification, Inc.
FCRA Compliance
8085 Saltsburg Road, Suite 100
Pittsburgh, PA 15239
1-800-356-6885

The Fair Credit Reporting Act allows applicants the opportunity to dispute information contained in a background investigation. If you are able to resolve the adverse information contained in the report within five (5) days of receiving this letter, we will reconsider our position.

Please be advised that Justifacts Credential Verification, Inc. does not make the hiring decisions.

Sincerely,

COMPANY NAME HERE