

[Date]

[Applicant Name]
[Applicant Address]
[City, State, Zip Code]

Dear [Applicant Name],

We are writing to inform you that [Company Name] is unable to proceed with your employment application or continue your current employment for the position of [Job Title].

This decision was influenced, in whole or in part, by information contained in a Motor Vehicle Report (MVR) requested by our company. This report was provided by the following consumer reporting agency:

[Agency Name]
[Agency Address]
[Agency Phone Number]
[Agency Website]

Please be advised of the following regarding your rights under the Fair Credit Reporting Act (FCRA):

- The consumer reporting agency listed above did not make the decision to take this adverse action and is unable to provide you with the specific reasons why the action was taken.
- You have the right to obtain a free copy of your report from the agency if you request it within 60 days of receiving this notice.
- You have the right to dispute the accuracy or completeness of any information in the report directly with the consumer reporting agency.

Enclosed with this letter, please find a copy of your Motor Vehicle Report and a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act."

Sincerely,

[Name of Company Representative]
[Title]
[Company Name]

Enclosures: Motor Vehicle Report, A Summary of Your Rights Under the FCRA