

[Date]

[Candidate Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Candidate Name],

We are writing to inform you that [Company Name] has reached a final decision regarding your employment application for the position of [Job Title].

Following our pre-adverse action notice sent to you on [Date of First Notice], we have completed our review process. We regret to inform you that we are withdrawing our offer of employment (or declining your application) based in whole or in part on information contained in the consumer report/background check report prepared for us by:

[Background Check Agency Name]

[Agency Address]

[Agency Phone Number]

[Agency Website]

Please be advised of the following:

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

A copy of "A Summary of Your Rights Under the Fair Credit Reporting Act" was provided to you with our previous correspondence.

Thank you for your interest in [Company Name]. We wish you success in your future endeavors.

Sincerely,

[Sender Name]

[Title]

[Company Name]