

[Date]

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

Dear [Applicant Name],

Thank you for your interest in employment with [Company Name]. We are writing to inform you that we are unable to move forward with your application for the position of [Job Title] at this time.

This decision was made, in whole or in part, based on information contained in a background check report prepared by a consumer reporting agency. The results of your criminal history background check did not meet our current requirements for this specific role.

Enclosed with this letter, you will find:

- A copy of the background check report we received.
- A copy of your rights under the Fair Credit Reporting Act (FCRA).

Please note that the consumer reporting agency did not make the decision to decline your application and is unable to provide you with the specific reasons why the decision was made. You have the right to dispute the accuracy or completeness of any information in the report by contacting the reporting agency directly at:

[Name of Background Check Agency]
[Agency Address]
[Agency Phone Number]

You also 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.

We appreciate the time you took to apply and wish you success in your future endeavors.

Sincerely,

[Sender Name]
[Title]
[Company Name]