

[Date]

[Consumer Name]

[Consumer Address]

[City, State, Zip Code]

Re: Acknowledgment of Dispute - Case Reference Number: [Reference Number]

Dear [Consumer Name],

This letter is to acknowledge that we have received your request to dispute the information contained in your background check report, which we received on [Date Dispute Received].

We have initiated a formal reinvestigation into the following disputed item(s):

- [Description of Item 1]
- [Description of Item 2]

In accordance with the Fair Credit Reporting Act (FCRA), we will contact the source(s) of the information to verify the accuracy of the records. We aim to complete this reinvestigation within 30 days of the date we received your dispute. If we require additional information from you, we will contact you immediately.

Once the investigation is complete, we will provide you with written notice of the results, including a copy of your updated report if any changes were made.

If you have any questions in the meantime, please contact our Compliance Department at [Phone Number] or via email at [Email Address].

Sincerely,

[Name of Representative]

[Title]

[Company Name]