

Sample of Adverse Action Letter to be sent to applicant if you deny employment based in whole or in part on any information in a Rental Services, Inc. report.

COMPANY LETTERHEAD

Name _____
Address _____
City, State, Zip _____

Date _____

Dear _____,

As you authorized in your employment application, _____ (company name) has recently completed a pre-employment background check as part of our employee selection process. The purpose of this letter is to inform you that there is information in the report we received which, if accurate, would prevent us from offering you employment at this time. A copy of the report is enclosed.

If, after reviewing the report, (1) you believe that information contained in it is inaccurate and/or (2) you want to know what information in the report falls outside of our company guidelines, we ask that you contact us directly within five days. Otherwise we will assume that you no longer wish to pursue employment with us.

This report was furnished to us by Rental Services, Inc., 10050 Ralston Road, Arvada, Colorado 80004, 1-800-628-6414. Please understand that while Rental Services provided the report, they did not make this decision, and they are unable to provide you the specific reasons why _____ (company name) made this decision.

Enclosed along with the report is a description of your rights under the federal Fair Credit Reporting Act.

You have the right to obtain an additional free copy of the enclosed report if you request it from Rental Services within 60 days of when you receive this notice.

Sincerely yours,

(company representative)

Enclosures: Background Report, Summary of Rights