CONFIDENTIAL -- TO BE OPENED BY (Applicant’s Name) ONLY

**Adverse Letter**

“Your Company Letterhead”

This letter should be used when taking **adverse action** candidates

Today's Date

(Insert Your Company Name)

Address

Address

Dear Candidate:

Based on information contained in a recently obtained consumer report on you, (Insert Your Company Name) has elected not to extend you an offer of employment or continue your employment. The information in the report that was previously sent to you was obtained from:

Research Services 4 Brothers LLC

124 Simsbury Rd, Avon, CT 06001

Phone: 860-678-0066 Toll Free: 1-800-367-0606 Email: dispute@rs4b.net

Research Services 4 Brothers LLC did not make the decision not to hire you, and is unable to provide you with specific reasons why you were not hired.

Enclosed is a copy of the consumer report obtained in conjunction with your consideration for employment. We are also enclosing a copy of an information sheet summarizing your rights under the Fair Credit Reporting Act (FCRA).

Thank you for considering employment with (Insert Your Company Name).

Sincerely,

(Insert Your Company Name)