

Sample – Adverse Action Notification: As the employer or user of consumer reports, it is your responsibility to ensure compliance with all of the relevant federal, state and local laws governing this area. We strongly recommend that prior to use, you consult with an attorney.

Adverse Action Notification

Date

Applicant Name
Address

Dear Applicant:

We regret to inform you that based on our hiring criteria; we are unable to consider you further for an employment opportunity with our organization. This decision was made in part from the information we received from CEO Information Solutions, Inc., our employment screening vendor. CEO Information Solutions, Inc. does not make these decisions and is unable to provide you with the specific reasons for them.

In accordance with the Fair Credit Reporting Act, you have previously received a copy of this information and a copy of your rights under the Act. You also have the right to obtain an additional free copy of the report within 60 days of your receipt of this letter by contacting the supplier at the addresses and telephone numbers below. You have the right to dispute the accuracy or completeness of the information contained in the report(s) by contacting CEO Information Solutions, Inc. or, if the report is a credit report, by contacting the credit bureau that furnished the report.

For credit reports, contact the bureau that supplied the report as listed on the consumer report:

**Experian: Consumer Assistance, P.O. Box 2350, Chatsworth, CA 91313 (888) 397-3742
Equifax: P.O. Box 740241, Atlanta, GA 30374-0241 (800) 685-1111
TransUnion: P.O. Box 7000, North Olmstead, OH 44071 (800) 888-4213**

For information on non-credit reports matters, contact:

**CEO Information Solutions, Inc.
5404 Hoover Blvd, Suite 17
Tampa, FL 33634
813-259-1160 phone
813-259-1280 fax**

Please note that for inquiries to CEO Information Solutions, Inc. (non-credit report matters) you must supply your full name, mailing address, social security number and a photocopy of a governmental issued ID for identification purposes, in order to obtain information.

Any dispute regarding the information on your report(s) must be resolved with the agencies above.

Thank you for your interest in employment with our organization.

Sincerely,