**Please note: This document is provided solely as a sample. Sample documents should NOT be construed as legal advice, guidance or counsel. Parties should consult their own attorney about their compliance responsibilities under the FCRA and applicable state law. AccuSourceHR, Inc. expressly disclaims any warranties, responsibility, or damages associated with or arising out of information provided.**

**PRE-ADVERSE ACTION NOTICE**

*July 24, 2023*

*[Applicant’s Name] [Address]*

Dear *[Applicant Name]*:

In connection with your application for employment with our company, you authorized us to conduct a background check.

We are currently pending a decision on your application. However, due to information contained in the consumer report, in whole or in part, we are considering taking adverse action regarding your application.

We have enclosed a copy of your consumer report and a summary of your rights under the Federal Fair Credit Reporting Act. We have also included state and/or local notices if applicable.

You have the right to dispute the accuracy or completeness of the information contained in this report and may do so by contacting the consumer reporting agency listed below:

AccuSourceHR, Inc.

11811 N. Tatum Blvd. Suite 3090

Phoenix, AZ 85028

Phone: 951-734-8882 or 888-649-6272

Fax: 951-734-0884 or 888-649-6244

AccuSourceHR, Inc. does not make any decisions regarding your application and is unable to provide you with specific reasons for any decision that may be made.

Sincerely, *[Company Name] [Address]*

*[Phone Number]*

Enclosures:

Copy of Consumer Report

A Summary of Your Rights Under the Fair Credit Reporting Act Applicable State and/or Local Notices