

## Sample California Pre-Adverse Action Notification Letter

**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. AccuSource, Inc. expressly disclaims any warranties, responsibility, or damages associated with or arising out of information provided.**

### PRE-ADVERSE ACTION NOTICE

*[Date Letter Generated]*

*[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 made the preliminary decision that your conviction history disqualifies you from employment with our company.

The following conviction(s) are the basis for our preliminary decision to rescind our offer of employment:

[INSERT SPECIFIC CONVICTION(S)]

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.

Under California state law, you have the right to respond to this notice of our preliminary decision before our decision becomes final. Your response may include submission of evidence challenging the accuracy of the conviction history reported in the consumer report, evidence of rehabilitation or mitigating circumstances, or both.

The deadline to respond to this notice is: [INSERT DATE]

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:

AccuSource, Inc.  
30650 Rancho California Road, Suite D406-215  
Temecula, CA 92591  
Phone: 951-734-8882 or 888-649-6272 Fax:  
951-734-0884 or 888-649-6244

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AccuSource, 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