

ABC COMPANY
200 OLD HIGHWAY
SALEM, NC 27101
Phone: 919-555-1212
Fax: 919-555-1211

ADVERSE ACTION NOTICE

CONFIDENTIAL TO BE OPENED BY ADDRESSEE ONLY

John P. Job Applicant

November 25, 2012

Dear John P. Job Applicant,

This letter is to inform you that an offer of employment will not be made at this time. This decision was based in whole or part, on the information provided us in a Consumer Report or Investigative Consumer Report.

The report was prepared pursuant to an authorization signed by you at the time of application. Subsequently you also received a copy of your consumer report and a summary of your rights under the Fair Credit Reporting Act. The consumer report was used only for employment purposes and prepared for us by a consumer-reporting agency. Their mailing address and phone number are listed below:

TR Communications, Inc.
P.O. Box 780254
Orlando, FL 32878
Phone: 407-823-9211 / 800-894-9141
Fax: 407-306-0277

TR Communications, Inc. plays no part in the decision to take any action on your employment application and is unable to provide you with specific reason(s) for not extending an offer of employment.

You may, upon providing proper identification, request another free copy of the report and may dispute with the consumer reporting agency the completeness or accuracy of any information in the report within 60 days of receipt of this notice with TR Communications, Inc..

Sincerely,
ABC COMPANY

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