

Dear Applicant,

\_\_\_\_\_ has a decision pending regarding your application for employment. Upon your authorization for an investigative consumer report and in compliance with the Fair Credit Reporting Act, enclosed is a copy of the consumer report obtained along with a copy of the "Summary of your Rights under the Fair Credit Reporting Act".

Upon review of the consumer report, if you should find any incorrect information, please contact this office as soon as possible so we can complete our decision.

Sincerely,

Contact  
Name of Company  
Address  
Phone Number