

Company Letterhead  
Address  
City, State

**ADVERSE ACTION NOTIFICATION**

Date

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 National Research Associates, Inc., our employment-screening vendor. National Research Associates, 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 Fair Credit Reporting 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. Please refer to these documents if you have further questions. You have the right to dispute the accuracy or completeness of the information contained in the report(s) by contacting National Research Associates, 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 4500, Allen, TX 75013, (888) 397-3742  
<http://www.experian.com/disputes/main.html>
- Equifax: P.O. Box 740241, Atlanta, GA 30374-0241, (800) 685-1111  
<https://www.ai.equifax.com/creditinvestigation/home.action>
- TransUnion: P.O. Box 2000, Chester, PA 19022, (800) 916-8800  
<https://dispute.transunion.com/>

For information on non-credit reports, contact:

National Research Associates, Inc  
P. O. Box 672  
Rocky Hill, CT 06067  
(860) 529-3006

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

Thank you for your interest in employment with our organization.

Regards,

Company Representative