

MMM xx, 20xx

[Complete Applicant Address]

Dear _____:

Recently you authorized _____ to obtain a consumer report or investigative consumer report from Credential Check Corporation, a consumer reporting agency. You are entitled by federal law to receive the following documents before an adverse decision is made in whole or in part due to information obtained from a consumer report for employment purposes. Enclosed you will find a copy of the report and a Summary of your Rights under the Fair Credit Reporting Act. Should you want to dispute or explain any of the information in this report, contact Credential Check Corporation as soon as possible.

Sincerely,

Company Name

Enclosures:

Copy of Consumer Report
Summary of Consumer Rights