

INSERT  
COMPANY  
NAME HERE

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### **SAMPLE ADVERSE ACTION LETTER**

Date

Dear \_\_\_\_\_

We regret to inform you that Employer [(...is unable to offer you employment), or (...will terminate your employment effective \_\_\_\_\_), or (...has decided not to offer you a promotion)].\*

This decision was based in whole or in part on information contained in a report from OPENonline, LLC, P.O. Box 549, Columbus, OH 43216, 888-381-5656 (Phone), 614-481-6980 (Fax), a copy of which was previously given to you. The agency did not make this employment decision and is unable to supply you with specific reasons why the decision was made. Under Section 612 of the Fair Credit Reporting Act, you have the right to obtain a free copy of the report if you submit a written request to the agency identified above no later than 60 days after you receive this notice. Under Section 611 of that Act, you also have the right to dispute with the consumer reporting agency the accuracy or completeness of any information in the report.

**Massachusetts applicants or employees only (this section applies only if the report referenced above is a credit report):** You have the right to obtain a free copy of your credit report within sixty days from the consumer credit reporting agency which has been identified on this notice. The consumer credit reporting agency must provide someone to help you interpret the information on your credit report. You have the right to dispute inaccurate information by contacting the consumer credit reporting agency directly. If you have notified a consumer credit reporting agency in writing that you dispute the accuracy of information in your file, the agency must then, within thirty business days, reinvestigate and modify or remove inaccurate information. The consumer credit reporting agency may not charge a fee for this service. If reinvestigation does not resolve the dispute to your satisfaction, you may send a letter to the consumer credit reporting agency, to be kept in your file, explaining why you think the record is inaccurate. The consumer credit reporting agency must include your statement about the disputed information in a report it issues about you.

**California applicants or employees only (this section applies only if the report referenced above is a credit report):** You have the right to obtain a free copy of your credit report within 60 days from the consumer credit reporting agency which has been identified on this notice and from any other consumer credit reporting agency which complies and maintains files on consumers on a nationwide basis. Under California law, you also have the right to dispute with the consumer reporting agency the accuracy or completeness of any information in the report.

\*Identify any adverse action taken on the basis of the consumer report.

*The information in this form is not intended as legal advice. Legal advice should be sought from your attorney. OPENonline does not guarantee the completeness, sufficiency, or accuracy of the information contained in the form. It may be desirable to adapt the foregoing to fit your specific situation.*