



## Sample- Adverse Action Letter

Date:

Applicant Name  
Address

Dear Applicant:

We regret to inform you that based on our hiring criteria, we are unable to consider you for further employment opportunity with our organization. This decision was made in part from the information we received from Sourcing Point Solutions, our employment screening vendor. Sourcing Point Solutions does not make these decisions and is unable to provide you with 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, called "Your Summary of Rights Under the Fair Credit Reporting Act." You 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 Sourcing Point Solutions or, if the report is a credit report, by contacting the credit bureau that furnished the report.

For credit reports, contact the bureaus that supplied the report as listed on the consumer report:  
Experian Consumer Assistance, P.O. Box 2350, Chatsworth, CA 91313 (888) 397-3742  
Equifax: P.O. Box 740241, Atlanta, GA 30374-0241 (800) 685-1111  
TransUnion: P.O. Box 7000, North Olmstead, OH 44071 (800) 888-4213

For information on non-credit reports, contact:

PowerScreen  
Sourcing Point Solutions  
13030 Euclid St.  
Garden Grove, CA 92843  
(714) 638-2855  
(714) 636-2510 FAX -Attn: PowerScreen