

Dear Applicant,

A decision is currently pending concerning your application for employment at (insert company name). Enclosed for your information is a copy of the consumer report that you authorized in regard to your application for employment, together with a “Summary of Your Rights Under the Fair Credit Reporting Act.”

If there is any information that is inaccurate or incomplete, you should contact me as soon as possible so an employment decision may be made.

Sincerely,