



## PRE-ADVERSE ACTION NOTIFICATION

Date

Applicant or Employee Name  
Address  
City, State, Zip

**Dear INSERT APPLICANT OR EMPLOYEE NAME:**

This letter is to notify you that **INSERT EMPLOYER NAME** has obtained a *Consumer Report* on you for use in evaluating issues relating to your employment or potential employment. A copy of the report that was obtained is attached and consists of information received from the Consumer Reporting Agency listed below.

Consumer Reporting Agency	To obtain a copy of the report or to dispute information on the report
HIREWISE LLC	HIREWISE LLC 12980 Foster Street, Suite 380 Overland Park, Kansas 66213 Phone: (800) 450-2708

The information contained within this *Consumer Report* is currently under review in determining your eligibility for employment or continued employment. If any of the information contained in the report is incomplete or incorrect, you may dispute the matter directly with the agency that provided the information.

This notice is provided to you pursuant to the Fair Credit Reporting Act (FCRA). Additional information is outlined in the enclosed notice entitled *A Summary of Your Rights under the Fair Credit Reporting Act*.

Sincerely,

**Company Representative or Agent**  
**Title**



## ADVERSE ACTION NOTIFICATION

Date

Applicant or Employee Name  
Address  
City, State, Zip

**Dear INSERT APPLICANT OR EMPLOYEE NAME:**

Thank you for your application for **INSERT EMPLOYMENT, TRANSFER, ETC.** After serious consideration, we regret to inform you that we have decided to take the following adverse action:

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Our decision was based in whole or part on information received from the Consumer Reporting Agency listed below.

<b>Consumer Reporting Agency</b>	<b>To obtain a copy of the report or to dispute information on the report</b>
HIREWISE LLC	HIREWISE LLC 12980 Foster Street, Suite 380 Overland Park, Kansas 66213 Phone: (800) 450-2708

**The above-referenced agency did not make the adverse action decision and is not able to explain why the decision was made.** You are, however, entitled to request a copy of the *Consumer Report* from the agency listed. You must be able to provide positive identification (driver's license, birth certificate, or passport) when requesting the *Consumer Report*.

Under the Fair Credit Reporting Act (FCRA) you also have the right to dispute the accuracy of the information contained in the report. If a discrepancy is found the agency will reinvestigate and issue an updated report within thirty (30) days.

Additional information is outlined in the enclosed notice entitled *A Summary of Your Rights under the Fair Credit Reporting Act*.

Sincerely,

**Company Representative or Agent  
Title**