

Sample of a "Pre-Adverse Action Letter" to be sent to a candidate if you intend to deny employment based in whole or in part on any information in an ODM Report.

Church Letterhead

<Date>

<Candidate Name>

<Address>

<City, State, Zip>

Dear <name>:

A decision is currently pending concerning your application for employment at <church name>.

Enclosed for your information is a copy of the investigative consumer report that you authorized in regard to your application for employment. The purpose of this letter is to inform you that there is information in the report we received which, if accurate, would prevent us from offering you employment at this time.

If, after reviewing the report, (1) you believe that information contained in it is inaccurate and/or (2) you want to know what information in the report falls outside of our church guidelines, we ask that you contact us directly within five days. Otherwise we will assume that you no longer wish to pursue employment with us.

Enclosed along with the Report is a "Summary of Your Rights under the Fair Credit Reporting Act."

Sincerely yours,

<Church representative>

Enclosures: Background Report, Summary of Your Rights under the Fair Credit Reporting Act