



SAMPLE- PRELIMINARY NOTICE OF ADVERSE ACTION

Dear (Applicant/Employee),

A preliminary decision has been made (not to employ you/not to promote you/not to continue your employment). This decision was based on information whole or in part on information contained in a consumer report you authorized us to obtain.

Enclosed please find the above-referenced consumer report. Also enclosed is a copy of "A Summary of You Rights Under the Fair Credit Reporting Act".

The consumer report was made only for employment purposes and was prepared for us by a consumer reporting agency. Although the consumer reporting agency did not make the employment decision, you may contact them at the address listed below if you wish to dispute any information contained in the report.

Simple Screening, Inc.
PO Box 9193
Greenville, SC 29604-9193
864/862-1515

If we do not hear from you within (typically 3 to 5) days, our preliminary decision will become final.

Sincerely,

(Company Representative, Name and Title)