

Date

Name

Street Address

City State and Zip

Dear *Candidate*,

Based on information contained in a recently obtained consumer report on you, **“ABC COMPANY”** has elected not to extend you an offer of employment or continue your employment. The information in the report that was previously sent to you was obtained from:

CSS Test, Inc. (CSS)
400 Laurel Oak Road, Voorhees, NJ 08043
Telephone no.: 1-856-354-9001
Toll-free fax no.: 1-856-627-5699

CSS Test, Inc. did not make the decision not to hire you and is unable to provide you with specific reasons why you were not hired.

You have been provided with an opportunity to dispute the accuracy or completeness of any information contained in the report by contacting the courts, jurisdictions, persons or bureaus from which the information was obtained.

Thank you for considering employment with **“ABC COMPANY”**.

Sincerely,

“ABC COMPANY”