

Date

Name

Street Address

City, State and Zip

Dear Candidate:

As part of its employment process, “ABC COMPANY” obtains, or asks others acting on its behalf to obtain, consumer reports regarding Candidates. These reports assist in evaluating individuals for employment as “ABC COMPANY” team members.

We are enclosing a copy of the consumer report obtained in conjunction with your consideration for employment. The information in the report was obtained from:

CSS Test, Inc. (CSS)
400 Laurel Oak Road, Voorhees, NJ 08043
Telephone no.: 1-856-627-5600
Toll-free fax no.: 1-856-627-5699

We are also enclosing a copy of an information sheet summarizing your rights under the Fair Credit Reporting Act (FCRA) and a Disclosure Request form that can be completed by you to dispute the findings. Please fax the completed form to CSS to the number on the form within (5) five business days from the date of this letter.

“ABC COMPANY” has or will be completing our review of your application within the next few days and may take action based on the enclosed report.

You have the right to dispute the accuracy or completeness of any information contained in the report by contacting CSS Test, Inc. directly.

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

Sincerely,

“ABC COMPANY”

Enc.: Copy of Background Report
FCRA Applicant Rights Form
CSS Disclosure & Dispute Form