

[Parish or School Letterhead]

[date]

[name of applicant]

[address of applicant]

Re: Pre-Adverse Action Notification

Dear [title] [last name of applicant]

Your background check has been reviewed regarding your job application for [title of job applied for]. The review has identified some concerns that may influence your hiring. This letter is being sent to you in compliance with the Fair Credit Reporting Act, 15 U.S.C. §1681b(b)(3) to inform you that you may be denied the position you are applying for based on information provided by:

Employment Screening Resources (ESR)  
7110 Redwood Blvd., Suite C, Novato, CA 94945  
888-999-4474.

Please review the enclosed copy of the report we received and a copy of the Federal Trade Commission's publication, "A Summary of Your Rights Under the Fair Credit Reporting Act." If there are errors in the report or you wish to provide comments or explanations about the report, please contact us in writing within the next seven days. Address your correspondence to:

[pastor or principal's name]  
[title]  
[parish or school name]  
[address]  
[city, state zip code]

Or e-mail: [e-mail address]

If you wish to contest any information in the report as inaccurate or incomplete, you must contact ESR at the contact information provided above. If you have any questions about this process, please contact me at your earliest convenience.

[closing]

[pastor or principal's signature]

[pastor or principal's printed/typed name]

[title]