

(YOUR COMPANY NAME)

Dear Applicant,

This letter is to notify you that we may be unable to make you an offer of employment based on our hiring criteria, including information received from *Durham & Associates, Inc.*

Attached is a copy of this information and a copy of your rights under the *Fair Credit Reporting Act* (FCRA).

Durham & Associates, Inc., does not make these decisions and is unable to provide you with the specific reasons for them. You have the right to dispute the accuracy or completeness of any information contained in such reports by contacting *Durham & Associates, Inc.*

You will be asked to provide your full name, mailing address, social security number, date of birth, the name of our company and a photocopy of your driver's license and social security number card for identification purposes.

Consumer Department

Durham & Associates, Inc.

1266 W Paces Ferry Road NW

Suite 589

Atlanta GA 30327

Office: (770) 457 4776 / (800) 975 0865

Fax: (770) 451 7944 / (877) 287 9244

Thank you for your interest in employment with our company.

Sincerely,