

**Adverse Action Notification  
Sample**

Date: \_\_\_\_\_

Dear Applicant/Employee;

We regret to inform you that we are unable to consider you for employment [continued employment], [promotion] with our organization. The decision was made, in part, from the information received from Old Republic Credit Services [Credit Interlink America], our Background Employment Report supplier. ORCS [CIA] did not make this decision and is unable to provide you with specific reasons for the outcome.

In accordance with the Fair Credit Reporting Act, you have already received a copy of the consumer report and a copy of your rights under the FCRA. You also have the right to obtain a free copy of the report within 60 days of your receipt of this letter by contacting the consumer reporting agency listed below. Please refer to these documents if you have further questions. You do have the right to dispute the accuracy or completeness of the information supplied in the report(s) via this agency.

For more information, contact:

Old Republic Credit Service [Credit Interlink America]  
CIBER-Safe Customer Service  
29 East Madison  
Suite 1010  
Chicago, IL 60602

Phone: 888.895.0584

Fax: 888.362.3901

Email: [support@orcredit.com](mailto:support@orcredit.com)

Any dispute regarding the report content must be resolved through the agency above.

Thank you for your time.

Sincerely,

*Notice: Compliance with relevant federal, state and local laws and regulations is the responsibility of the employer using consumer reports. We recommend you consult legal counsel to ensure full legal compliance.*