

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

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Dear Applicant:

We regret to inform you that based on our hiring criteria; we are unable to give you further consideration for employment with our organization. This decision was made in part from the information we received from Metro Detective Agency, LLC, our pre-employment background investigation vendor. Metro Detective Agency, LLC does not make these decisions and is unable to provide you with the specific reasons for them.

In accordance with the Fair Credit Reporting Act, you have previously received a copy of this information and a copy of your rights under the Act. You also have the right to obtain an additional free copy of the report within 60 days of your receipt of this letter by contacting the supplier at the addresses and telephone numbers listed below. Please refer to these documents if you have further questions. You have the right to dispute the accuracy or completeness of the information contained in the report(s) by contacting Metro Detective Agency, LLC or, if the report is a credit report, by contacting the credit bureau that furnished the report.

For credit reports, contact the bureau that supplied the report as listed on the report:

- Experian: P.O. Box 2002, Allen, TX 75013 (888) 397-3742
- Equifax: P.O. Box 740241, Atlanta, GA 30374-0241 (800) 685-1111
- TransUnion: P.O. Box 1000, Chester, PA 19022 (800) 888-4213

For information on disputing the accuracy or completeness of information contained in non-credit reports, contact Metro Detective Agency, LLC by U.S. Mail at P.O. Box 1050 DeKalb, IL 60115. You can contact Metro Detective Agency, LLC by telephone at (800) 511-8940; however, all disputes must be submitted in writing and sent by U.S. Mail.

Any dispute regarding the information on your report must be resolved with the agencies above. Thank you for your interest in employment with our organization.

Sincerely,