

*SAMPLE ADVERSE LETTER*

Dear Applicant:

As you authorized, we recently completed the background check on you in consideration of your employment. This is to inform you that based on information obtained, in whole or in part, if accurate, we are unable to offer you employment at this time. Enclosed is a summary of your rights, along with a copy of the report.

If after reviewing the report you believe the information is inaccurate or if you wish to know what information falls outside our company's hiring guidelines, you must contact us within 5 business days. Otherwise, we will assume the information to be accurate.

The report was furnished to us by American International Security Corporation, P.O. Box 341, Jonesville, Virginia, 24263, (276) 346-3600. Understand that AISC simply provided us with the report and did not make the hiring decision. Therefore they will be unable to provide you with information relative to our hiring decision.

Under the law, you have the right to dispute directly with AISC information in this report. They will reinvestigate the disputed information free of charge and either record the current status of the disputed information or delete the information within 30 days of receiving your dispute. If the information is found to be inaccurate or incomplete, or cannot be verified, they will promptly delete or modify it. The enclosed Summary of Rights provides additional information about your rights.

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Company Official

Enclosures