

Sample Adverse Action Letter

Date: _____

Applicant Name	
Address	
City, State, Zip	

Dear _____:

Your application for employment or service with _____
(Company) has been denied. This decision was made, in whole or in part, based upon
information obtained from:

Consumer Reporting Agency (CRA)

CRA	Praesidium, Inc.
Address	624 Six Flags Dr.
	Suite 110
	Arlington, TX 76011
Phone	1-817-801-7773
Fax	1-817-261-7864

This letter is sent to you in compliance with the Fair Credit Reporting Act. Please note, Praesidium, Inc. DID NOT make the decision to take the adverse action and is unable to provide you with the specific reasons as to why the adverse action was taken.

Sincerely,

Your Name
Title
Company Name