

*Sample documents should NOT be construed as legal advice, guidance or counsel. Employers should consult their own attorney about their compliance responsibilities under the FCRA and applicable state law. Metrodata Services Inc. expressly disclaims any warranties or responsibility or damages associated with or arising out of information provided. Employers seeking credit reports must provide additional notices pursuant to state law.*

### **Sample Pending Pre-Adverse Action Notification**

**Date**

Name  
Address

Dear \_\_\_\_\_:

You recently authorized **Employer** (“the Company”) to obtain consumer reports and/or investigative consumer reports about you from a consumer reporting agency in connection with your application for employment.

Enclosed please find (1) a copy of the report we obtained from **[Metrodata Services Inc.; 403 Main Street Suite 624, Buffalo, NY 14203, Tel: 716-847-1590, www.metro-check.com]** and (2) A Summary of Your Rights Under the Fair Credit Reporting Act.

If you wish to dispute the accuracy of the information in the report directly with the consumer reporting agency (i.e., the source of the information contained in the report), you should contact Metrodata Services Inc. directly.

We will evaluate the information in your report on an individualized case-by-case basis in accordance with applicable law. If you believe that there is additional information that may help us better evaluate your fitness for this position, please contact us immediately by calling 716-847-1590.

*It appears that your next court date is \_\_\_\_\_ . Please contact us immediately after that date to let us know the status of the pending charges. We will not make any decisions until we hear from you.*

Sincerely,

\_\_\_\_\_

Enclosures: A Summary of Your Rights Under the FCRA

Consumer Report