

Pre-Adverse Action Letter

Date:

Dear _____,

This is to inform you that you may be denied the position you are seeking with our organization based on information received in a background investigation report from the consumer reporting agency listed below:

Applicant Screening.Com
205 Flagship Dr.
Lutz, Fl. 33549
800-757-0906

1. Immediately contact Diversified Maintenance Inc. should you wish to explain any items that appear on the report before we reach a final decision.
2. Should you wish to contest any information that appears in the report, you must contact Applicant Screening. Com directly using the contact information provided above.

Sincerely,