

Schools, clinics and hospitals should send this notice on their own letterhead.
This document provides sample text only and should not be relied upon as legal advice.
Please consult with your own counsel and make any changes you deem appropriate.

Adverse Action Notification – Schools and Hospitals

April 13, 2016

[Applicant Name]
[Applicant Address]

Dear **[Applicant Name]**

Thank you for your recent application to **__[Name of Institution]__**. At this time, we are unable to accept your application.

We have received a screening report on you from the following company with information that was considered in part as a basis for our decision:

American DataBank
110 Sixteenth St., 8th Floor
Denver, CO 80202
Tel: 1-800-200-0853

American DataBank DID NOT make the decision nor is American DataBank able to explain why the decision was made.

In accordance with the Federal Fair Credit Reporting Act (FCRA), attached are a copy of your report and a copy of your rights under the FCRA.

You have the right to dispute under Section 611 of the FCRA the accuracy or completeness of information received from American DataBank by contacting them.

Again, we appreciate your interest in our organization.

Sincerely,

The Human Resources Department of the
[Insert Client Name]