

(Your Company Letterhead)

## DECLINATION LETTER

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_

Thank you for your job application. We regret that we are unable to extend employment to you at this time.

In reviewing your application we received information from the credit reporting agency listed below. The credit reporting agency's only role was to provide us with employment related information about you. Therefore, they will be unable to supply the reasons why you were not employed. You have the right to request a copy of your report free of charge, within (60) days from the date you received this letter. You also have the right to dispute the accuracy or completeness of any item on the report.

For your convenience, the credit reporting agency's address is listed below. You may contact the agency by mail or by phone. If you contact the agency by mail, please include your full name, current address, social security number, date of birth and a copy of this letter.

**Applicant-Screening.com, Inc**  
**P.O. Box 547**  
**Lutz, FL. 33548**  
**Phone 1-800-757-0906**

Although we are unable to consider your request for employment at this time, thank you for applying for the position.